



**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

GOVERNING BOARD

LARRY CARR
Councilmember
City of Sacramento

PATRICK KENNEDY
Board of Supervisors
County of Sacramento

DON NOTTOLI
Board of Supervisors
County of Sacramento

JAY SCHENIRER
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

KATHY KOSSICK
Executive Director

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Website: <http://www.seta.net>

DATE: Thursday, December 5, 2019

TIME: 10:00 a.m.

LOCATION: SETA Board Room
925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

While the SETA Governing Board welcomes and encourages participation in the Governing Board meetings, it would be appreciated if you would limit your comments to five minutes so that everyone may be heard. Matters under jurisdiction of the SETA Governing Board and not on the posted agenda or any off-agenda matters may be addressed by the general public following completion of the regular agenda. The SETA Governing Board limits testimony on matters not on the agenda to five minutes per person and not more than fifteen minutes for a particular subject. Meeting facilities are accessible to persons with disabilities. Requests for Assisted Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3827. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: <http://www.seta.net/board-operations/board-agendas/>

AGENDA

PAGE NUMBER

I. Call to Order/Roll Call/Pledge of Allegiance

→ Recognition of long-term employees:

20 Years:

Susan Bacaylan-Dela Rosa, Associate Teacher Tier III

Cleotilda Vigil-Godina, Associate Teacher Tier IV

25 Years:

Karen Griffith, Head Start Manager

II. Consent Items

- | | | |
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- 2. Review and Approval of the Agency's Independent Auditor's Report and Financial Statements for the Fiscal Year Ended June 30, 2019 (D'et Saurbourne) 15
- 3. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING**: Approval of Revisions to the Salary Schedules for Associate Teacher Tier I, Associate Teacher Tier II, Associate Teacher Tier III, Head Start Cook/Driver, Head Start Family Placement Worker, Head Start Teacher One, Head Start Typist Clerk II, and Typist Clerk II (Allison Noren) 16-17

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

One Stop Services

- 1. Approval to Submit an Application to the Employment Development Department (EDD) for Workforce Innovation and Opportunity Act (WIOA) funds for a Veterans Employment-Related Assistance Program and Authorize the Executive Director to Execute the Agreement and Any Other Documents Required by the Funding Source (William Walker) 18

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- 2. Approval of Community Services Block Grant (CSBG) Funding Recommendations for Program Year 2020 (Julie Davis-Jaffe) 19-35

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VI.	<u>Adjournment</u>	

DISTRIBUTION DATE: TUESDAY, NOVEMBER 26, 2019

ITEM II-A-CONSENT

APPROVAL OF MINUTES OF THE NOVEMBER 7, 2019
REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the November 7, 2019 meeting for your review.

RECOMMENDATION:

That your Board review, modify if necessary, and approve the attached minutes.

PRESENTER: Kathy Kossick

**REGULAR MEETING OF THE
SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
GOVERNING BOARD**

Minutes/Synopsis

SETA Board Room
925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Thursday, November 7, 2019
10:00 a.m.

I. Call to Order/Roll Call

Mr. Nottoli called the meeting to order at 10:03 a.m. The Pledge of Allegiance was recited. The roll was called and a quorum was established.

Members Present:

Don Nottoli, Vice Chair; Member, Board of Supervisors
Sophia Scherman, Public Representative
Patrick Kennedy, Member, Board of Supervisors
Jay Schenirer, Councilmember, City of Sacramento
Larry Carr, Chair; Councilmember, City of Sacramento

➔ **Recognition of long-term employees** (20 years):

- **Nathaniel Brown**, Information Technology Engineering Analyst: Mr. Richard Davis acknowledged Mr. Brown's 20 years of service to the SETA IT department.
- **Afiya Tyler**, Site Supervisor: Ms. Nikki Hill presented Ms. Afiya Tyler and thanked her for her 20 years of service to Head Start.
- **Earl Sullaway**, Network Engineer: Ms. D'et Saurbourne acknowledged Mr. Earl Sullaway's 20 years of service to SETA.
- **Jaime Serrano**, Information Technology Engineering Analyst: Ms. Monica Avila presented Mr. Jaime Serrano and thanked him for his 20 years of service to SETA.

II. Consent Items

- A. Approval of Minutes of the September 18, 2019 Special Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Accept Funding for Fiscal Year 2019-20 from the California Department of Education

The consent items were reviewed; no questions or comments.

Moved/Schenirer, second/Kennedy, to approve the consent items as follows:

- A. Approve the September 18, 2019 minutes.

- B. Approve the claims and warrants for the period
- C. Accept funds in the amount of \$783,287 as awarded by the California Department of Education/Early Learning and Care Division (CDE/ELCD) for fiscal year 2019-2020.

Roll call vote:

Aye: 5 (Carr, Kennedy, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Election of Officers of the Sacramento Employment and Training Agency Governing Board

Ms. Kossick reviewed the rotation of officers. The next chair will be Supervisor Nottoli with Ms. Scherman as Vice Chair.

Moved/Kennedy, second/Schenirer, to nominate Mr. Nottoli as Chair and Ms. Scherman as Vice Chair of the SETA Governing Board.

Roll call vote:

Aye: 5 (Carr, Kennedy, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Ms. Kossick presented Mr. Carr with a present in appreciation of his year as Chair. Mr. Carr stated that it has been a pleasure working on the board. He noted that it is always heartening to have the people here recognized and hear how much they enjoy their jobs.

2. Approval to Purchase Agency Insurance for General Liability, Vehicle Liability, Umbrella, Errors and Omissions, Crime, Flood, and Student Accident

Ms. D'et Saurbourne offered to answer questions.

Mr. Nottoli asked if there were any rate increases? Mr. Ken Johnson, Arthur J. Gallagher & Company, reviewed page 3 of the Proposal of Insurance. The renewal from our current provider would be an increase of about \$8,000; there is competition from Berkshire Hathaway and it is expected that a quote will be received. He asked to work with Ms. Kossick to firm up the quote.

Moved/Schenirer, second/Kennedy, to approve the purchase of agency insurance for general liability, vehicle liability, umbrella, errors and omissions, crime, flood, and student accident.

Mr. Larsen proposed that the motion be amended include that the board delegates procurement authority to the Executive Director. Mr. Schenirer and Mr. Kennedy amended their motions.

Moved/Schenirer, second/Kennedy, to delegate the authority to the Executive Director to purchase of agency insurance for general liability, vehicle liability, umbrella, errors and omissions, crime, flood, and student accident.

Roll call vote:

Aye: 5 (Carr, Kennedy, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

3. Approval of to Purchase Rubrik for SETA's Information Technology Backup and Recovery System

There were no questions.

Moved/Schenirer, second/Kennedy, to approve the purchase of the Rubrik backup and recovery system through DSA Technologies and authorize the Executive Director to negotiate a three-year service contract not to exceed \$137,000.

Roll call vote:

Aye: 5 (Carr, Kennedy, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

B. WORKFORCE DEVELOPMENT DEPARTMENT

Community Services Block Grant: None.

Refugee Services: None.

One Stop Services: (Roy Kim)

1. Agree with Sacramento Works to Transfer Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker Funds to Adult Funds, Program Year (PY) 2019-20, and Authorize Staff to Submit a Request to the State of California, Employment Development Department

Mr. Schenirer asked about options available with the transfer of funds. Ms. Kossick replied that this is an administrative function which does not affect the type or quality of services provided to customers.

Moved/Schenirer, second/Kennedy, to agree with the Sacramento Works, Inc. board to transfer of up to 80 percent (\$2,632,322) in WIOA dislocated worker formula funds to the WIOA adult formula funding stream for PY 2019-20, and authorize staff to submit a request to the State of California, EDD.

Roll call vote:

Aye: 5 (Carr, Kennedy, Nottoli, Schenirer, Scherman)
Nay: 0
Abstentions: 0

2. Approval to Submit an Application to the California Workforce Development Board for Workforce Innovation and Opportunity Act (WIOA), Regional Plan Implementation Slingshot 3.0 Funds, and Authorize the Executive Director to Execute the Funding Agreement, Modifications, and any Other Documents Required by the Funding Source

There were no questions.

Moved/Scherman, second/Schenirer, to approve the submission of an application up to \$400,000 to the CWDB for WIOA Regional Plan Implementation Slingshot 3.0 funds; and authorize the Executive Director to execute the funding agreement, modifications, and any other documents required by the funding source.

Roll call vote:

Aye: 5 (Carr, Kennedy, Nottoli, Schenirer, Scherman)
Nay: 0
Abstentions: 0

C. CHILDREN AND FAMILY SERVICES: No items.

IV. Information Items

- A. Fiscal Monitoring Reports: No additional report.
- B. Employer Success Stories and Activity Report: No additional report.
- C. Dislocated Worker Update: Mr. Walker reported that Intercom, a security system, is laying off 492 people due to a loss of a contract with the state; they may reissue the WARN notice and not lay off as many people as they thought. Mr. Walker talked about the Raley's layoff. They closed their pharmacy department in several stores. West El Camino, East Bidwell, and Arden Arcade were all closed, probably due to Rite Aid and CVS locating nearby. Mr. William Walker reported that Liquibox is closing their facility. Kaiser issued a state-wide notice that they are laying off 102 people, mostly IT and management.

Mr. Nottoli inquired about the Nestlé Water closure. Mr. Walker reported that they closed their distribution center for frozen food; all of the frozen food is coming from the mid-West; they are centralizing their distribution.

Kaiser pharmacy is laying off senior management in a couple of local pharmacies.

- D. Unemployment Update/Press Release from the Employment Development Department: No additional report.
- E. Head Start Reports: Ms. Denise Lee reviewed reports included in the board packet. Mr. Nottoli inquired whether SETA was working with the census bureau. Is staff working with Head Start sites to engage with the census and help with the count? Mr. Kim replied that all of our sites will have kiosks or booths and staff will be available to answer questions. The Census Bureau is translating information into different languages that will be made available.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick recognized Mr. Kennedy's birthday.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: Ms. Scherman wished everyone a great Thanksgiving.
- F. Public: No comments.

VI. Adjournment: The meeting was adjourned at 11:08 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 10/31/19 through 11/26/19, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 10/31/19 through 11/26/19.

PRESENTER: Kathy Kossick

ITEM II-C - CONSENT

APPROVAL OF MODIFICATIONS TO THE BYLAWS OF THE
SACRAMENTO COUNTY HEAD START/EARLY HEAD START
POLICY COUNCIL

BACKGROUND:

The Personnel/Bylaws Committee met to review and recommend revisions to the bylaws of the Sacramento County Head Start/Early Head Start Policy Council.

Additions are indicated by **green** *italic* type and deletions are indicated by **orange** ~~strikethrough~~ type.

A public hearing was opened at the September 24, 2019 meeting and the Policy Council closed the public hearing and approved the modified bylaws at their November 26, 2019 meeting.

The bylaws are being sent under separate cover.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the modifications to the Policy Council bylaws.

PRESENTER: Denise Lee

ITEM II-D - CONSENT

APPROVAL TO ADD OK TRAINING PROGRAM TO SETA'S
VENDOR SERVICES (VS) LIST

BACKGROUND

On December 5, 2005, the SETA Governing Board approved the release of the Vendor Services (VS) Request for Qualifications (RFQ) to recruit qualified vendors on an on-going basis to provide services to eligible adults and youth in an effort to prepare them for participation in the labor force and to expand SETA's VS List. Since that time, the SETA Governing Board has approved several amended releases of the RFQ to expand the selection of Adult and Youth Workforce Development Services and Child Development (ages 0-5) and Family Services. Vendor services are fee-for-service activities that provide additional options for adults and youth who face challenges to academic success and/or gainful employment, as well as supportive services for Child Development and Family Services.

All vendors recommended for inclusion on SETA's VS List have demonstrated that the services proposed are justified and align with the Sacramento Works America's Job Centers of California (SWAJCC) system, as well as Children and Family Services.

OK Training Program submitted an application in response to SETA's VS List RFQ to offer In-Service Training. After evaluating the application, SETA has determined that OK Training Program effectively demonstrated its ability to provide the proposed service.

Staff is seeking approval of the attached recommendation.

RECOMMENDATION:

Approve the attached recommendation to add OK Training Program to SETA's VS List.

PRESENTER: Marianne Sphar

Vendor Services (VS) List

Staff Recommendation

Applicant: OK Training Program
Location: 10702 Alicante Way
 Rancho Cordova, CA 95670

Applicant's Background:

OK Training Program, LLC is a small two-member consultancy formed in April of 2019. Their stated purpose includes capacity building for staff working at government-related agencies, such as the America's Job Centers of California, non-profits organizations, Community Colleges, and other organizations that benefit from basic and advanced workforce development strategies. The overall objective of their curriculum is for service providers to obtain skills and strategies that will result in increased job placement and retention outcomes.

As an approved vendor, OK Training Program will provide In-Service Training for the professional development of SETA and program partner staff with the goal of improving and enhancing job readiness training, and increasing job placement and retention outcomes for disadvantaged, at-risk youth and adults.

Activity	Proposed Individual Rate	Proposed Group Rates
<p>In-Service Training* –</p> <ul style="list-style-type: none"> • The Solution Principle (3 Workshops) <ol style="list-style-type: none"> 1. An Overview of The Solution Principle 2. Why Employers Hire 3. The Game Plan for Practical Implementation • The Discovery Principle (6 Workshops) <ol style="list-style-type: none"> 1. The Workforce Development Board (WDB) 2. Union Construction Jobs 3. Non-Union Construction Jobs 4. Government Agencies 	<ul style="list-style-type: none"> ▪ \$200.00 per hour ▪ (4 hours max, or \$800.00) 	<p>6 – 30 participants @ \$300.00 per hour 4 hour minimum; \$1,200.00 per workshop (14 Workshop max, or \$16,800.00)</p>

Activity	Proposed Individual Rate	Proposed Group Rates
<ul style="list-style-type: none"> 5. Eligible Training Providers List (ETPL) 6. Private Business Sectors • The Transformation Principle (5 Workshops) <ul style="list-style-type: none"> 1. An Overview of The Transformation Principle 2. Preparing Job Seekers/Customers for Success Topic 3. Job Placement Multipliers <ul style="list-style-type: none"> ▪ Direct Referral & Placements (DRPs) ▪ Indirect Referrals & Placements (IRPs) ▪ Self-Referrals & Placements (SRPs) 		

*All services offered by OK Training Program shall be subject to prior approval by SETA management.

ITEM II-E - CONSENT

APPROVAL TO MODIFY PEOPLE WORKING TOGETHER (PWT) UNITED'S
VENDOR SERVICES CONTRACT

BACKGROUND:

In 2018, the SETA Governing Board approved People Working Together (PWT) UNITED for SETA's Vendor Services (VS) List offering Job Readiness/Pre-Employment Skills Training to provide pre-apprenticeship training to SWAJCC system customers.

In order to help better prepare students for the physical demands of construction and increase their job readiness, PWT United submitted a formal request to modify its VS contract to increase its hours and fees. A team comprised of program and contracting staff reviewed and evaluated PWT United's request and determined that the request is justified and that the new proposed fees are reasonable in cost.

Staff is seeking approval of the attached recommendation for modification.

RECOMMENDATION:

Approve the attached recommendation for modification of PWT United's VS contract.

Workforce Development Vendor Services (VS) List

Staff Recommendation

Applicant: People Working Together (PWT) United

**Location: 20 McKilt Court
Sacramento, CA 95835**

Applicant’s Background:

PWT United Inc. was established in 2015 as a non-profit, community-based organization to provide training that prepares adult men and women for entry into various construction trades’ apprenticeship programs. PWT United currently provides a six-week (120 hour) pre-apprenticeship training program that utilizes the Multi-Craft Core Curriculum (MC3), which was developed by North America’s Building Trades Union (NABTU).

In order to prepare the students for the physical demands of construction, PWT proposed to add a health and awareness component to their existing job-readiness training, to be facilitated by a certified instructor twice a week for a total of an additional 15 hours. PWT also proposed adding an additional 15 hours of classroom instruction to cover preparation for both Fork Lift Certification and for the Armed Services Vocational Aptitude Battery (ASVAB Test). The ASVAB Test is utilized by certain skilled craft trades for entry into their apprenticeships. These components will enable students to demonstrate job readiness for acceptance into their desired trade. Adding these components to the current curriculum will increase the hours by another 30 hours and the cost accordingly.

PWT United’s target participants will be comprised of those who live in underserved communities, graduated from under achieving high schools/continuation schools, and ex-offenders. Approval of the proposed rate increases will ensure PWT’s ability to continue meeting the needs of SWAJCC system customers who are seeking to increase their employability and pursue a career in the construction trades.

Activity	Current Rate	Proposed Rate
<ul style="list-style-type: none"> • Job Readiness/Pre-Employment Skills Training – (construction industry sector focus)* <ol style="list-style-type: none"> 1. MC3 Curriculum (120 Hours) 2. Health and awareness job readiness (15 Hours) 3. Preparation for Fork Lift Certification and ASVAB Test (15 hours) 	\$2,000 per participant (120 hours; 6 weeks)	\$2,500 per participant (150 hours, 6 weeks)

*All services subject to prior SETA management approval.

ITEM III-A-1 - ACTION

APPROVAL OF PROCUREMENT OF THE AGENCY'S
WORKERS COMPENSATION INSURANCE

BACKGROUND:

The Agency's insurance policy for Workers Compensation expires December 31, 2019. SETA's broker, Arthur J. Gallagher, is in the process of obtaining quotations for the coverage and will present an oral report at the meeting.

If final quotes are not available at the December 5 meeting, the Board may delegate procurement authority to the Executive Director.

RECOMMENDATION:

Hear the oral report and recommendations and authorize the Executive Director procure Workers Compensation coverage for the calendar year 2020.

PRESENTER: D'et Saurbourne

ITEM III-A- 2 - ACTION

REVIEW AND APPROVAL OF THE AGENCY'S INDEPENDENT AUDITOR'S REPORT
AND FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2019

BACKGROUND:

Eide Bailly recently completed the annual audit of the Sacramento Employment and Training Agency for the fiscal year ended June 30, 2019. Staff will be available to answer questions regarding the audit.

The audit report is being finalized and will be provided at the meeting.

RECOMMENDATION:

Review and approve the Annual Auditor's Report and Financial Statements of the Agency for the fiscal year ended June 30, 2019.

PRESENTER: D'et Saurbourne

ITEM III-A – 3 - ACTION

TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: APPROVAL OF REVISIONS TO THE SALARY SCHEDULES FOR ASSOCIATE TEACHER TIER I, ASSOCIATE TEACHER TIER II, ASSOCIATE TEACHER TIER III, HEAD START COOK/DRIVER, HEAD START FAMILY PLACEMENT WORKER, HEAD START TEACHER ONE, HEAD START TYPIST CLERK II, AND TYPIST CLERK II

BACKGROUND:

This agenda item provides the opportunity for the Governing Board to approve revisions to eight (8) job classifications to align with new minimum wage rates that became effective January 1, 2017. New legislation (SB3) was signed into law on April 4, 2016, raising California’s minimum wage to \$15.00 per hour effective January 1, 2022. The law requires increases to the minimum wage in a series of steps:

1. On January 1, 2017, the minimum wage increased to \$10.50 per hour.
2. On January 1, 2018, the minimum wage increased to \$11.00 per hour.
3. On January 1, 2019, the minimum wage increased to \$12.00 per hour.
4. On January 1, 2020, the minimum wage will increase to \$13.00 per hour.
5. On January 1, 2021, the minimum wage will increase to \$14.00 per hour.
6. On January 1, 2022, the minimum wage will increase to \$15.00 per hour.

Compliance with the law will require revisions to eight (8) Agency job classifications including: Associate Teacher Tier I, Associate Teacher Tier II, Associate Teacher Tier III, Head Start Cook/Driver, Head Start Family Placement Worker, Head Start Teacher One, Head Start Typist Clerk II, and Typist Clerk II. The Policy Council and SETA Governing Board previously took action to adjust 2017, 2018, and 2019 rates. Below are the classifications that are affected by the minimum wage increase.

The current pay ranges are as follows:

Title	Step A	Step B	Step C	Step D	Step E	Step F
Associate Teacher Tier I	\$12.42	\$13.05	\$13.70	\$14.38	\$15.10	\$15.86
Associate Teacher Tier II	\$13.67	\$14.35	\$15.06	\$15.82	\$16.60	\$17.43
Associate Teacher Tier III	\$14.99	\$15.75	\$16.52	\$17.35	\$18.21	\$19.12
Head Start Cook/Driver	\$14.32	\$15.04	\$15.80	\$16.61	\$17.42	\$18.29
Head Start Family Placement Worker	\$14.94	\$15.70	\$16.47	\$17.30	\$18.14	\$19.05
Head Start Teacher One	\$13.23	\$13.89	\$14.58	\$15.34	\$16.09	\$16.90
Head Start Typist Clerk II	\$13.83	\$14.50	\$15.22	\$15.99	\$16.80	\$17.63
Typist Clerk II	\$13.83	\$14.50	\$15.22	\$15.99	\$16.80	\$17.63

ITEM III-A – 3 – ACTION (continued)

Page 2

The pay ranges effective January 1, 2020 are as follows:

Title	Step A	Step B	Step C	Step D	Step E	Step F
Associate Teacher Tier I	\$13.00	\$13.65	\$14.33	\$15.05	\$15.80	\$16.59

The pay ranges effective January 1, 2021 are as follows:

Title	Step A	Step B	Step C	Step D	Step E	Step F
Associate Teacher Tier I	\$14.00	\$14.70	\$15.44	\$16.21	\$17.02	\$17.87
Associate Teacher Tier II	\$14.00	\$14.70	\$15.44	\$16.21	\$17.02	\$17.87
Head Start Teacher One	\$14.00	\$14.70	\$15.44	\$16.21	\$17.02	\$17.87
Head Start Typist Clerk II	\$14.00	\$14.70	\$15.44	\$16.21	\$17.02	\$17.87
Typist Clerk II	\$14.00	\$14.70	\$15.44	\$16.21	\$17.02	\$17.87

The pay ranges effective January 1, 2022 are as follows:

Title	Step A	Step B	Step C	Step D	Step E	Step F
Associate Teacher Tier I	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14
Associate Teacher Tier II	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14
Associate Teacher Tier III	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14
Head Start Cook/Driver	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14
Head Start Family Placement Worker	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14
Head Start Teacher One	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14
Head Start Typist Clerk II	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14
Typist Clerk II	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14

The Head Start Policy Council reviewed and took action on this item at their November 26 regular meeting. Staff will be available to answer questions.

RECOMMENDATION:

Open a Public Hearing, receive input, close the public hearing and take action to approve the new salary schedules for the Associate Teacher Tier I, Associate Teacher Tier II, Associate Teacher Tier III, Head Start Cook/Driver, Head Start Family Placement Worker, Head Start Teacher One, Head Start Typist Clerk II, and Typist Clerk II from January 1, 2020 through January 1, 2022.

PRESENTER: Allison Noren

ITEM III-B – 1 - ACTION

APPROVAL TO SUBMIT AN APPLICATION TO THE EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD) FOR WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) FUNDS FOR A VETERANS EMPLOYMENT-RELATED ASSISTANCE PROGRAM AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT AND ANY OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE

BACKGROUND:

The Employment Development Department in coordination with the California Workforce Development Board and the California Labor and Workforce Development Agency announced the availability of funds for Veterans Employment-Related Assistance (VEAP) programs. The goal of this initiative is to promote the use of industry sector strategies as the framework for addressing the need of veterans to transition to high-wage, high-growth occupations using their skill sets obtained in the military. Staff is requesting approval to submit a proposal to work with the Sacramento Valley Manufacturing Initiative (SVMI), Folsom Cordova Adult Education and other significant regional partners to recruit, assess, interview, select and train eligible veterans and/or their spouses for employment in the manufacturing/energy/utility cluster.

SETA has been awarded previous VEAP grants by EDD, which trained utility line worker trainees. The primary focus of this program places an emphasis on the recruitment of recently separated veterans and/or their spouses, providing intensive case management along with Post-Traumatic Stress Disorder (PTSD) assessment as needed.

SETA is developing a new Proposal for 2019-2020 to focus on the manufacturing/energy/utility cluster, specifically to meet the growing need for Welders in the region. SETA will provide the staff and facilities required to provide orientation, assessment, pre-screening, and interviewing to select veterans and/or their spouses to enroll in the VEAP Program and provide case management, supportive services, and follow-up and retention services for participants while they participate in the training with the goal of 100% completion. For this proposal, SETA will continue to collaborate with the other regional veteran programs, such as Volunteers of America for intensive case management services and PTSD counseling. SETA is requesting an award of \$500,000 to serve 60 veterans and/or spouses. The submission deadline for the application is December 6, 2019.

RECOMMENDATION:

Approve the submission of the Veterans Employment Assistance Program application to the California Employment Development Department requesting \$500,000 to provide services to 60 veterans and/or spouses. Authorize the SETA Executive Director to execute the agreements, modifications and any other documents required by the funding sources.

ITEM III-B - 2- ACTION

APPROVAL OF COMMUNITY SERVICES BLOCK GRANT (CSBG) FUNDING RECOMMENDATIONS FOR PROGRAM YEAR 2020

BACKGROUND:

On August 2, 2019, SETA released a Request for Proposals (RFP) for the CSBG program for program year 2020. The RFP solicited services under the Safety-Net, Youth and Senior Support, and Family Self-Sufficiency categories as identified in the 2020-2021 CSBG Community Action Plan. The amount of funding available for program services was estimated to be \$845,000, of which 39% was allocated to Safety-Net or short-term emergency services, 39% allocated to case-managed Family Self-Sufficiency services, and 22% allocated to Youth and Senior Support services.

The RFP included a special project to prevent or eliminate recidivism of felony or misdemeanor arrests in Sacramento County among African American youth 14-17. The successful proposals were eligible to receive up to \$40,000 under this service category. Success measures under this service area will include the number of project participants without a recidivating event during 180 days of project participation.

The deadline for receipt of proposals was September 12, 2019. Thirty-two (32) proposals were received by the 5:00 p.m. deadline, requesting a total of \$1,284,901. All thirty-two (32) proposals were evaluated. One additional proposal was submitted by email after the 5:00 p.m. deadline and was not evaluated, per the RFP instructions.

Evaluation Process:

All proposals received through this solicitation went through a comprehensive review process to provide funding recommendations to the Community Action Board. Staff recommendations were developed through the deliberations of a team of ten (10) readers representing SETA's Workforce Development and Fiscal Departments, Contracts unit, and Head Start Department, in addition to one member from the Department of Human Assistance. The readers evaluated, scored and ranked each proposal using standardized evaluation and scoring criteria that were identified in the RFP. Proposals were scored and ranked into four categories based on their numerical score.

The top ranked proposals achieved their scores based on the following criteria:

- The proposing agency had a history of successfully operating the proposed program or a similar program, had sufficient leveraged funding, and demonstrated the establishment of collaborative partnerships.
- The proposing agency adhered to the service priorities set forth in SETA's 2020-2021 Community Action Plan.

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- The proposing agency succeeded in achieving planned, contracted goals; or, if not previously funded by CSBG, the agency demonstrated a potential for success.
- The proposing agency demonstrated a need exists for the service.
- If applying for the Family Self-Sufficiency category, the proposing agency had a clear description of a case-management system and had a connection with the system of Sacramento Works America's Job Centers.

Staff also considered that all identified high-risk and underserved neighborhoods would have access to services and ensured that all identified target groups would be served. Due to limited availability of CSBG funding, only twenty-two proposals are being recommended for funding.

Three new agencies, Rose Family Creative Empowerment, Women's Empowerment, and Elk Grove Adult & Continuing Education are recommended for funding.

The 11 successful Safety-Net proposals are recommended with the stipulation that at least 70% of awarded funding be allocated for direct participant support services. As required in the RFP, Family Self-Sufficiency proposals are required to allocate a minimum of 15% of the awarded funding for direct participant support services.

All funding recommendations are made contingent upon successful agency status and performance by the end of calendar year 2019.

Attached are the resulting proposal rankings and staff funding recommendations. Proposal summaries and funding rationale will be submitted under separate cover. The Community Action Board (CAB) approved funding recommendations at its November 13, 2019 meeting.

RECOMMENDATION:

Approve staff funding recommendations for the Program Year 2020 Community Services Block Grant.

PRESENTER: Julie Davis-Jaffe

Sacramento Employment and Training Agency

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Sacramento, CA 95815

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***SETA STAFF
FUNDING
RECOMMENDATIONS***

2020 Program Year

Community Services Block Grant Program Services

Staff Funding Recommendations Release Date

Tuesday, October 29, 2019

3:30 p.m.

Revised November 5, 2019

2020 CSBG STAFF FUNDING RECOMMENDATIONS

SAFETY-NET SERVICES

Prop #	Rank	Score	Agency	Target Group	Target Area	Current Funding	Funding Request	Cost per/ # Served	Staff Recomm	Page #
2	1	93	International Rescue Committee	Low-Income Households, Refugees & Other Immigrants	Sacramento County, esp. Arden-Arcade, Florin, N. Sacramento, Rancho Cordova, Carmichael, N. Highlands, Citrus Hts.	\$0	\$31,000	\$270 / 115	\$31,000	5
16	1	93	Folsom Cordova Community Partnership	Low-Income Households, Single Parent Families with Children 0-17	Rancho Cordova area zip codes & selected areas of Folsom	\$25,000	\$56,508	\$37 / 1,515	\$40,000	10
17	1	93	River City Food Bank	Low-Income Households	Sacramento County	\$37,000	\$50,000	\$2.16 / 23,089	\$40,000	10
7	1	92	My Sister's House	Survivors of Domestic Violence	Central & South Sacramento, Elk Grove	\$34,100	\$34,100	\$682 / 50	\$34,100	7
4	1	90	The Salvation Army	Low-income Households; 30% to Seniors	Sacramento County	\$60,500	\$75,000	\$237 / 316	\$60,500	6
5	1	90	Volunteers of America	Homeless and Very Low Income Veterans	Sacramento County	\$22,000	\$27,870	\$123 / 226	\$27,870	6
6	2	87	South County Services	Low-Income Households	South Sacramento County & River Delta Areas	\$27,768	\$100,000	\$161 / 621	\$27,768	6
13	2	85	Elk Grove Adult & Continuing Education	Single Parents, Homeless, Low-Income Households	Florin & Lemon Hill Areas	\$0	\$38,342	\$238 / 161	\$20,000	9
20	2	85	Wind Youth Services	Low-Income Households, Homeless or Imminently Homeless	Arden-Arcade, Florin, La Riviera, N. Highlands, N. Sacramento, Parkway	\$20,000	\$31,700	\$159 / 200	\$20,000	11
1	2	84	Elk Grove Food Bank Services	Low-Income Seniors, Veterans, Families, Homeless	Elk Grove, Laguna, Wilton, Franklin, South Sacramento	\$20,000	\$34,870	\$56 / 625	\$20,000	5
25	2	83	Next Move	Low-Income Families, Homeless or Imminently Homeless	Arden-Arcade, Carmichael, Citrus Hts., Elk Grove, Florin, Lemon Hill, N. Sacramento, Parkway, Rancho Cordova, Promise Zone	\$48,632	\$52,355	\$805 / 65	\$8,762	13
30	2	80	Rose Family Creative Empowerment	African American Single-Headed Households	South Sacramento, specifically 95822, 95823, 95832	\$0	\$195,340	\$1,302 / 150	\$0	14
27	3	77	Daughters of Zion	Low Income, Homeless	95822, 95823, 95824, 95828, 95829	\$0	\$35,000	\$583 / 60	\$0	13
10	3	71	Bach Viet	Low-Income Households	Florin, Lemon Hill, Arden-Arcade	\$0	\$36,500	\$122 / 300	\$0	8
TOTAL SAFETY-NET RECOMMENDED:									\$330,000	

FAMILY SELF-SUFFICIENCY SERVICES

Prop #	Rank	Score	Agency	Target Group	Target Area	Current Funding	Funding Request	Cost per/ # Served	Staff Recomm.	Page #
11	1	91	Folsom Cordova Community Partnership	Single Parents with Children 0-5	Rancho Cordova, Mather, Rosemont, Carmichael, Citrus Hts., Sacramento County	\$55,000	\$64,563	\$2,152 / 30	\$64,563	8
3	1	90	International Rescue Committee	Low-Income Households, Immigrants, Refugees, SIV Holders, Women with Children 0-5	Sacramento County, esp. Arden-Arcade, Florin, N. Sacramento, Rancho Cordova, Carmichael, N. Highlands, Citrus Hts.	\$64,998	\$85,000	\$1,133 / 75	\$65,001	5
22	1	90	Lao Family Community Development	Low income, Single Parents, DV Survivors, Homeless, People with Disabilities	Lemon Hill, N. Sacramento, N. Highlands, Florin, Arden-Arcade, Foothill Farms, Citrus Hts., South Sacramento, Parkway	\$0	\$83,830	\$1,118 / 75	\$50,000	12
26	2	88	Women's Empowerment	Homeless Women and their Children	City of Sacramento	\$0	\$56,557	\$628 / 90	\$40,000	13
19	2	86	Wind Youth Services	Low-Income, Homeless or Imminently Homeless	N. Sacramento, Parkway, N. Highlands, Florin, Arden-Arcade, Foothill Farms, Sacramento City, La Riviera	\$55,000	\$65,299	\$1,306 / 50	\$40,000	11
14	2	85	Elk Grove Adult and Continuing Education	Single Parents, Homeless	Florin and Lemon Hill (95828, 95823, 95824)	\$0	\$38,342	\$697 / 55	\$35,218	9
31	2	85	Saint John's Program for Real Change	Single Parents with Children 0-5	Lemon Hill, N. Sacramento, Parkway, N. Highlands, Florin, Arden-Arcade, Foothill Farms, Sacramento City, La Riviera, Galt, Carmichael	\$25,420	\$89,231	\$1,373 / 65	\$35,218	15
8	2	83	Waking the Village	Pregnant and Parenting Homeless Youth and their Children	Sacramento County	\$60,000	\$85,000	\$3,542 / 24	\$0	7
23	3	78	Next Move	Low-Income Families, Homeless or Imminently Homeless	Arden-Arcade, Carmichael, Citrus Hts., Elk Grove, Galt, Florin, Lemon Hill, N. Sacramento, Parkway, Rancho Cordova, Promise Zone	\$59,582	\$52,460	\$375 / 140	\$0	12
18	3	78	Opening Doors	Low-Income SIVs and Survivors of Human Trafficking	Arden-Arcade	\$0	\$72,500	\$967 / 75	\$0	10
TOTAL FAMILY SELF-SUFFICIENCY RECOMMENDED:									\$330,000	

YOUTH AND SENIOR SUPPORT SERVICES

Prop #	Rank	Score	Agency	Target Group	Target Area	Current Funding	Funding Request	Cost per/ # Served	Staff Recomm.	Page #
15	1	91	La Familia Counseling Center	In-School, Truant, Gang and Pre-Gang Youth	South Sacramento, Lemon Hill, Parkway, Florin, Galt	\$55,000	\$100,000	\$2,000 / 50	\$60,000	9
32	1	91	Saint John's Program for Real Change	Youth	Lemon Hill, N. Sacramento, Parkway, N. Highlands, Florin, Arden-Arcade, Foothill Farms, Sacramento City, La Riviera, Galt, Carmichael	\$40,000	\$54,851	\$219 / 250	\$45,000	15
28	2	85	Rose Family Creative Empowerment (Special project)	African American Youth ages 14-17	South Sacramento, specifically 95822, 95823 and 95832	\$0	\$40,000	\$2,667 / 15	\$40,000	14
9	2	82	Waking the Village	Pregnant and Parenting Youth and their Children	Sacramento County	\$63,500	\$60,000	\$800 / 75	\$40,000	8
21	2	81	Wind Youth Services	Homeless or At Risk of Homeless Youth	N. Sacramento, Parkway, N. Highlands, Florin, Arden-Arcade, Foothill Farms, Sacramento City, La Riviera, Parkway, Carmichael	\$43,500	\$46,096	\$768 / 60	\$0	11
24	3	79	Next Move (Senior)	Seniors and Disabled Seniors	Arden-Arcade, Carmichael, Citrus Hts., Elk Grove, Galt, Florin, Lemon Hill, N. Sacramento, Parkway, Rancho Cordova	\$0	\$24,980	\$1,665 / 15	\$0	12
29	3	79	Rose Family Creative Empowerment	African American Youth ages 10-17	South Sacramento, specifically 95822, 95823 and 95832	\$0	\$81,658	\$1,633 / 50	\$0	14
12	4	53	Wake-Up Foundation	Asian American Youth ages 16-24	Lemon Hill, N. Sacramento, Parkway, Florin, Galt	\$0	\$184,534	\$3,076 / 60	\$0	9
TOTAL YOUTH AND SENIOR SUPPORT RECOMMENDED:									\$185,000	

2020 COMMUNITY SERVICES BLOCK GRANT PROPOSAL SUMMARIES

Proposal Number	<u>Proposer Organization</u>
1	<p style="text-align: center;">Elk Grove Food Bank (EGFBS) (Safety Net)</p> <p>Proposer requests \$34,870 to provide 625 households with food at the Dino Drive facility, and to fund mobile pantries to deliver food to seniors and the medically fragile, workshops on healthy eating and budgeting, and assistance with transportation to the food bank and other resources. Direct client resources comprise 66% of requested funding.</p> <p>Staff recommends \$20,000 in funding for this proposal. EGFBS is the only food bank serving Elk Grove and the surrounding areas, and provides a wide array of safety-net and self-sufficiency related services to homeless and low-income households of Sacramento County. EGFBS has consistently met SETA contract goals in the past.</p>
2	<p style="text-align: center;">International Rescue Committee (The IRC) (Safety Net)</p> <p>Proposer requests \$31,000 to provide 115 low-income households with limited-time emergency assistance that includes transportation assistance, utility assistance, rental assistance, and employment supports. Direct client resources comprise 64% of requested funding.</p> <p>Staff recommends \$31,000 in funding to provide emergency assistance to low-income residents of Sacramento County, with a special emphasis on refugees and other immigrants. With 30 years of experience administering grants in Sacramento, the IRC helps thousands of low-income families each year to become resettled in the United States.</p>
3	<p style="text-align: center;">International Rescue Committee (Self-Sufficiency)</p> <p>Proposer requests \$85,000 to assist 75 economically disadvantaged households (including 40 carryover clients) overcome significant barriers to employment through STEPS (Stabilize, Train, Employ, and Progress to Success), with a focus on low-income refugee and immigrant populations and women with children aged 0-5 years. Proposed</p>

	<p>support services comprise 18% of IRC’s funding request.</p> <p>Staff recommends \$65,001 in funding for this proposal. The IRC described an established employment program with an excellent track record, citing a 60% success rate in enrolled households reaching self-sufficiency and employment within six months of enrollment.</p>
4	<p style="text-align: center;">The Salvation Army (TSA) (Safety Net)</p> <p>Proposer requests \$75,000 to provide 316 families with utility assistance, off-site shelter, eviction avoidance, and first month rental assistance at TSA’s Family Services’ eight (8) sites and collaborative partner locations throughout Sacramento County, including North Sacramento, North Highlands, Urban League, downtown Sacramento, Oak Park, Citrus Heights, Florin and Arden Arcade. In addition, TSA proposes to provide in-home visits for service provision to senior and disabled seniors who cannot come to a Salvation Army location, and intends to allocate 30% of its emergency services to seniors. Direct client resources comprise 75% of the requested funding.</p> <p>Staff recommends \$60,500 in funding for this proposal. The Salvation Army has a long history of providing the proposed services to SETA target groups in PY 2020 RFP priority areas throughout Sacramento County.</p>
5	<p style="text-align: center;">Volunteers of America (Safety Net)</p> <p>Proposer requests \$27,870 to provide 226 homeless and imminently homeless veteran households enrolled in the Volunteers of America’s Support Services for Veteran Families (SSVF) program with food, utility assistance and reconnection, off-site emergency shelter, eviction avoidance, first month rent assistance, and transportation assistance. Direct client resources comprise 100% of requested funding.</p> <p>Staff recommends \$27,870 in funding for this proposal, with the stipulation that eligibility for CSBG services be determined by SETA standards instead of the “30% of Area Median Income” standard noted in their proposal. VOA’s proposed service delivery system is leveraged through collaborations with program partners, allowing all CSBG resources proposed to directly assist homeless and imminently homeless veterans in need and their families.</p>
6	<p style="text-align: center;">South County Services (SCS) (Safety Net)</p> <p>Proposer requests \$100,000 to provide 621 households with food, transportation assistance, eviction avoidance, hygiene supplies and utility assistance and reconnection.</p>

	<p>Proposer also requests funding to provide non-emergency resources and cover personnel costs included in other PY2020 RFP funding categories, requiring the creation and maintenance of case files by an identified case manager. Direct client resources comprise 30% of the requested funding.</p> <p>Staff recommends \$27,768 in funding for this proposal to fund emergency support services to low-income residents living primarily in the Galt and River Delta area. All other proposed staffing and services (translation services, immigration services, referral services, assistance with benefits applications, and eye exams) are considered ineligible for this funding category; they constitute non-emergency, case managed services and activities described in other PY 2020 RFP funding categories, and for which SCS did not apply.</p>
7	<p style="text-align: center;">My Sister’s House (Safety Net)</p> <p>Proposer requests \$34,100 to provide 50 low-income and homeless survivors of domestic violence with utility assistance and reconnection, eviction avoidance, and first month rent assistance. Direct client resources comprise 66% of requested funding.</p> <p>Staff recommends \$34,100 in funding for this proposal. My Sister’s House has a strong history of providing outreach, services, and a safe haven to domestic violence survivors, including Asian and Pacific Islander women, and their children. This funding category is intended to fund emergency services, with a limited amount of funding for administrative costs, and is intended to maximize direct expenditures in the community.</p>
8	<p style="text-align: center;">Waking the Village (WTV) (Self Sufficiency)</p> <p>Proposer requests \$85,000 to provide 24 homeless pregnant and parenting youth and their children with housing, case management, and support for the purpose of stabilizing households. The youth are connected with Sacramento Works Job Centers, education at the secondary or post-secondary level, mental and physical health care, parenting workshops, and other services as needed by the individual. Family services include free licensed child care or connection to Early Head Start. As required in this funding type, this request includes 15% of proposed funding as direct participant services, to be used for meals prepared on-site and served at Tubman House.</p> <p>Staff does not recommend funding for this proposal due to insufficient funding available in this service category.</p>

<p>9</p>	<p style="text-align: center;">Waking the Village (WTV) (Youth and Senior Supports)</p> <p>Proposer requests \$60,000 to work with 75 homeless youth at the Creation District (CD), an arts and workshop program which targets the homeless youth who are most resistant to services. The CD offers daily studio art and music space, over 250 workshops and community events per year, and an arts van that outreaches to the hardest-to-reach youth. The CD functions as a way to engage youth and build trust while awaiting more permanent services.</p> <p>Staff recommends \$40,000 in funding for this proposal. WTV maintains a high success rate in working with homeless households, and the CD has contributed to that success by establishing relationships with homeless, at-risk youth who are not yet ready or able to commit to housing, a job, or the other attributes of self-sufficiency.</p>
<p>10</p>	<p style="text-align: center;">Bach Viet Association (Safety Net)</p> <p>Proposer requests \$36,500 to provide 300 low-income households in the Arden Arcade, Lemon Hill and Florin area with emergency food assistance and referrals to other services. Direct client resources comprise 27% of requested funding.</p> <p>Staff does not recommend funding for this proposal due to insufficient funding available in this service category.</p>
<p>11</p>	<p style="text-align: center;">Folsom Cordova Community Partnership (FCCP) (Self Sufficiency)</p> <p>Proposer requests \$64,563 to provide 30 single parent families with children 0-5, homeless or imminently homeless families with case management services and a full array of CSBG resources, to help families more fully engage in employment and training resources available through the SETA Sacramento Works America’s Job Centers of California (SWAJCC) system. Direct participant costs, for a wide array of support services, comprise 16% consistent with requirements of this funding category.</p> <p>Staff recommends \$64,563 in funding for this proposal. This program is proposed to be co-located at a SWAJCC job center, with trained staff who have a strong history of guiding hard-to-serve populations to employment and self-sufficiency.</p>

12	<p style="text-align: center;">Wake-Up Foundation (Youth and Senior Supports)</p> <p>Proposer requests \$184,000 to provide 60 Asian-American youth and young adults aged 16-24, with education and career counseling, self-care resources, life skills training and mentoring.</p> <p>Wake-Up Foundation’s proposal score was not high enough to recommend a CSBG funding award.</p>
13	<p style="text-align: center;">Elk Grove Adult and Community Education (EGACE) (Safety Net)</p> <p>Proposer requests \$38,342 to provide 161 single-parent, low-income or homeless households in the Florin, Lemon Hill, and Elk Grove zip codes with emergency supports including hygiene kits, food vouchers, transportation vouchers, utility assistance/reconnection, eviction avoidance, case management and access to EGACE’s clothing closet. Direct client resources comprise 38% of requested funding.</p> <p>Staff recommends \$20,000 in funding for this proposal. This program proposes to provide emergency support services to several target areas and populations identified in the PY 2020 RFP.</p>
14	<p style="text-align: center;">Elk Grove Adult and Community Education (EGACE) (Self Sufficiency)</p> <p>Proposer requests \$38,342 to provide 55 single-parent, justice-involved, and homeless households with case management services and a full array of CSBG support service resources to help families more fully engage in employment and training resources available through the SETA Sacramento Works America’s Job Centers of California (SWAJCC) system. Direct client resources comprise 37% of requested funding.</p> <p>Staff recommends \$35,218 in funding for this proposal. This program envisions co-location at a SWAJCC and provision of support and employment services to several target populations identified in the PY 2020 RFP.</p>
15	<p style="text-align: center;">La Familia Counseling Center, Inc. (Youth and Senior Supports)</p> <p>Proposer requests \$100,000 to provide Project Reach services to 50 youth (10-21 years old) at risk of dropping out of school, and/or pre-gang or gang involved. Funded activities and resources are intended to increase academic progress in school, improve social and communication skills, help youth avoid risk-taking behavior, decrease truancy, and reduce involvement with the juvenile justice system.</p> <p>Staff recommends \$60,000 in funding for this proposal. La Familia has a long</p>

	history of working with at-risk youth, gang and pre-gang youth, and their families, in target areas with a high density of gang-related activity.
16	<p style="text-align: center;">Folsom Cordova Community Partnership (FCCP) (Safety Net)</p> <p>Proposer requests \$56,508 to provide 1,515 low-income, single-parent families with children 0-17 years of age with food, transportation, utility assistance, off-site shelter, eviction avoidance, first month rent assistance, employment supports, clothing and hygiene supplies. Direct client resources comprise approximately 93% of requested funding.</p> <p>Staff recommends \$40,000 in funding for this proposal. FCCP has a strong history of providing the proposed services in the Rancho Cordova and Folsom areas and was the only proposer with a service delivery site in that underserved area of Sacramento County. Further, FCCP proposes to be open for service requests and delivery through their Family Resource Center during business hours, five days per week, by phone, and until 7:00 p.m. two days each week (Tuesday and Thursday), to be available to the working poor in need of emergency services.</p>
17	<p style="text-align: center;">River City Food Bank (RCFB) (Safety Net)</p> <p>Proposer requests \$50,000 to provide 23,089 households with nutritionally balanced 3-day supplies of food and to also meet the nutritional needs of medically fragile families recovering from surgery, illness or living with diseases such as diabetes and HIV/AIDS. Direct client resources comprise approximately 46% of requested funding.</p> <p>Staff recommends \$40,000 in funding for this proposal. RCFB's service delivery system is highly efficient, brought about by leveraging labor costs with volunteers and long-term experience in the client centered distribution of nutritious foods to low income individuals and families.</p>
18	<p style="text-align: center;">Opening Doors (Self Sufficiency)</p> <p>Proposer requests \$72,500 to provide 75 low-income Special Immigrant Visa holders and survivors of human trafficking (including eight (8) single-parent households) with intensive one-on-one case management and counseling services. Through the Employment Pathways Project, participants will receive supports through closed-group sessions, linkage to Upwardly Global's free program, and access to Sacramento Works, America's Job Center of California. As required in this funding type, this request includes 15% of proposed funding as direct participant services.</p>

	<p>Staff does not recommend funding for this proposal due to insufficient funding available in this service category.</p>
19	<p style="text-align: center;">Wind Youth Services, Inc. (Wind) (Self Sufficiency)</p> <p>Proposer requests \$65,299 to provide 50 homeless and imminently homeless youth 12-24, with case management and services likely to stabilize youth in preparation for full engagement in employment and training opportunities through a Sacramento Works, America’s Job Center of California (SWAJCC) site.</p> <p>Staff recommends \$40,000 in funding for this proposal. It is stipulated that Wind Youth Services budget be revised to represent the minimum level of direct participant services required under this 2020 CSBG RFP category of 15%, or more, of the recommended award. Wind Youth Services has a long history of providing direct services and counseling resources for homeless, imminently homeless, and runaway youth in Sacramento County.</p>
20	<p style="text-align: center;">Wind Youth Services, Inc. (Wind) (Safety Net)</p> <p>Proposer requests \$31,700 to provide 200 homeless and imminently homeless youth with food, transportation, utility assistance and reconnection, and first month rent assistance. Direct client resources comprise 100% of requested funding.</p> <p>Staff recommends \$20,000 in funding for this proposal. Wind has a long history of providing services for Sacramento County’s homeless and imminently homeless youth.</p>
21	<p style="text-align: center;">Wind Youth Services, Inc. (Wind) (Youth and Senior Supports)</p> <p>Proposer requests \$46,096 to provide 60 homeless and imminently homeless youth, ages 12-24, with intensive case management and a series of weekly life skills and youth leadership workshops, throughout the year. Youth who attend at least 10 of the workshops in the series will be eligible to become Credible Messengers (peer mentors), and to receive an incentive and a stipend to mentor other youth.</p> <p>Staff does not recommend funding for this proposal due to insufficient funding available in this service category.</p>

22	<p style="text-align: center;">Lao Family Community Development, Inc. (LFCD) (Self Sufficiency)</p> <p>Proposer requests \$83,830 to provide 75 low-income, single-parent families, domestic violence survivors, individuals experiencing homelessness or imminent homelessness and/or individuals with disabilities with emergency support services through intensive case management and linkages to responsive services. In addition, LFCD will collaborate with Sacramento Works, America’s Job Centers of California in preparation for career planning, job readiness and life skills workshops and occupational training. Direct client resources comprise 16% of the funding request.</p> <p>Staff recommends \$50,000 in funding for this proposal. Lao Family has a history of providing employment and supportive services to SETA target groups, countywide.</p>
23	<p style="text-align: center;">Next Move Homeless Services (Next Move) (Self Sufficiency)</p> <p>Proposer requests \$52,460 to fund one full-time job developer to provide 140 homeless families with case management, employment services and access to the SETA Sacramento Works America’s Job Centers of California (SWAJCC) system.</p> <p>Staff does not recommend funding for this proposal due to insufficient funding available in this service category.</p>
24	<p style="text-align: center;">Next Move Homeless Services (Next Move) (Youth and Senior Supports)</p> <p>Proposer requests \$24,980 to provide 15 chronically homeless seniors and seniors with disabilities with furnished housing, case management, career counseling with connection to the Sacramento Works America’s Job Centers of California (SWAJCCs), adult learning workshops, connection to available community services, weekly independent living skills training, and support services such as emergency food, and transportation assistance.</p> <p>Staff does not recommend funding for this proposal due to insufficient funding available in this service category.</p>

25	<p style="text-align: center;">Next Move Homeless Services (Next Move) (Safety Net)</p> <p>Proposer requests \$52,355 to provide 65 low-income families with minor children experiencing homelessness with food, transportation assistance, and motel vouchers for its Family Rescue Program (FRP). The FRP provides homeless families with children a safe respite and guidance in accessing vital community services, including shelter, housing and employment. Also in this proposal is a request for funds to provide utility assistance/reconnection, eviction assistance, first month’s rent, employment supports and clothing, for the general population of CSBG-eligible households. Direct client resources comprise 87% of the requested funding.</p> <p>Staff recommends \$8,762 in funding for this proposal. Next Move has a long history of providing temporary shelter for vulnerable families with minor children, and supportive services to SETA target groups countywide.</p>
26	<p style="text-align: center;">Women’s Empowerment (Self Sufficiency)</p> <p>Proposer requests \$56,557 to provide 90 homeless women and their children with intensive and innovative assistance to achieve self-sufficiency and break the cycle of homelessness for themselves and their children through three phases: job readiness, job search training, and job placement and retention; such services will likely stabilize women and their families in preparation for full engagement in employment and training opportunities through any of the Sacramento Works, America’s Job Centers of California (SWAJCC) sites. Direct client resources comprise 19% of the requested funding.</p> <p>Staff recommends \$40,000 in funding for this proposal. Women’s Empowerment has a strong history of working with homeless women and children in Sacramento County to provide emergency assistance and employment services.</p>
27	<p style="text-align: center;">Daughters of Zion Enterpryz (Safety Net)</p> <p>Proposer requests \$35,000 to provide 60 low-income and homeless households with food, off-site shelter, transportation, utility assistance/reconnection, and first month rent assistance in the communities of South Sacramento. Direct client resources comprise 66% of requested funding.</p> <p>Staff does not recommend funding for this proposal due to insufficient funding available in this service category.</p>

28	<p style="text-align: center;">Rose Family Creative Empowerment Center (Rose Family) (Youth and Senior Support Special Project)</p> <p>Proposer requests \$40,000 to provide 15 African-American youth, ages 14-17, with intensive case management, advocacy, and mentoring, through the Healing the Hood Project. Goals include decreasing the disproportionate suspension rates for African-American boys in the Sacramento City Unified School District and prevention of the school-to-prison pipeline. Referrals to counseling, drug/alcohol treatment, victim services and strength-based family-centered services are provided as needed to the individual.</p> <p>Staff recommends \$40,000 in funding for this proposal. Rose Family has a history of working with at-risk African American youth in Sacramento County. Rose Family is the host incubator for one of seven Black Child Legacy Campaign sites and has established a strong presence in the community they serve.</p>
29	<p style="text-align: center;">Rose Family Creative Empowerment Center (Rose Family) (Youth and Senior Support)</p> <p>Proposer requests \$81,658 to provide 50 African-American youth ages 10-17, with wraparound case management services for at-risk youth and their families living in the South Sacramento neighborhoods. Program services include social and emotional learning groups, prevention, intervention, and interruption services, empowerment services to youth, families, and their community members, mentoring, tutoring and other educational support programs.</p> <p>Staff does not recommend funding for this proposal due to insufficient funding available in this service category.</p>
30	<p style="text-align: center;">Rose Family Creative Empowerment Center (Rose Family) (Safety Net)</p> <p>Proposer requests \$195,340 to provide 150 low-income African-American single-parent households with utility assistance, motel vouchers, food vouchers or prepared meals, hygiene supplies, housing assistance, and employment and job skills workshops. Direct client resources comprise 37% of requested funding.</p> <p>Staff does not recommend funding for this proposal due to insufficient funding available in this service category.</p>

<p>31</p>	<p style="text-align: center;">Saint John’s Program for Real Change (SJPRC) (Self Sufficiency)</p> <p>Proposer requests \$89,231 to provide 65 homeless women, single-mother families and their children with housing, job training, and employment services in partnership with Sacramento Works, America’s Job Centers of California (SWAJCC). Women and their children will be supported with immediate stabilization care through mental, physical and vocational assessment, and self-development. Adult participants have the opportunity to receive training and employment through the proposer’s in-house training programs in food/beverage services and in child care.</p> <p>Staff recommends \$35,218 in funding for this proposal. It is stipulated that SJPRC’s budget be revised to represent the minimum level of direct participant services required under this 2020 CSBG RFP category of 15% or more of the award. SJPRC has a long history of working with homeless families in Sacramento County.</p>
<p>32</p>	<p style="text-align: center;">Saint John’s Program for Real Change (SJPRC) (Youth and Senior Support)</p> <p>Proposer requests \$54,851 to provide 250 homeless youth, ages 0-17 with behavioral, educational, and recreational therapies intended to prepare younger children for school readiness, and developmental progress for older children and youth.</p> <p>Staff recommends \$45,000 in funding for this proposal. SJPRC has a long history of working with homeless children and parents by providing them stability, structure, and exposure to growth opportunities.</p>

ITEM III-C - 1 – ACTION

APPROVAL TO SUBMIT AN APPLICATION TO
THE CALIFORNIA DEPARTMENT OF EDUCATION
FOR EXPANSION FUNDS FOR FISCAL YEAR 2019-20

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve submission of a funding application to the California Department of Education (CDE) with a maximum reimbursement amount of approximately \$800,000 for fiscal year 2019-2020. These funds will provide services to eight infants/toddlers and 80 preschoolers in full-day, full-year child development programs.

On November 5, 2019, the California Department of Education/Early Learning and Care Division (ELCD) released a funding announcement for expansion funds to provide full-day/full-year services on or after April 1, 2020. Funding will be allocated by county and, within each county by Local Planning Council (LPC) priority area. Awards will be made in order of highest passing score first. SETA is seeking funding to serve eight infants/toddlers (CCTR) and 80 preschoolers (CSPP) in center-based care for the following locations:

Center	# of Children	ZIP Code
CCTR – Infants/Toddlers		
North Avenue	8	95838
CSPP – Preschoolers		
Hopkins Park	40	95822
North Avenue	20	95838
Sharon Neese	20	95815
TOTAL	88 children	

Funds will be used to support personnel, fringe benefits, and operating costs including occupancy, facilities maintenance/repair, supplies and materials. Deputy Director Denise Lee will be available to answer questions.

RECOMMENDATION:

Approve the submission of the application for expansion funds for fiscal year 2019-2020 to the California Department of Education with a maximum reimbursement amount of approximately \$800,000.

ITEM III-C – 2 – ACTION

RATIFICATION OF THE SUBMISSION OF THE APPLICATION FOR
CONTINUED FUNDS FOR FISCAL YEAR 2020-21 TO
THE CALIFORNIA DEPARTMENT OF EDUCATION

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to ratify the November 22, 2019 submission of the annual continued funding application to the California Department of Education (CDE) with a maximum reimbursement amount of approximately \$6.8 million for fiscal year 2020-2021. These funds will provide services to 271 infants/toddlers and 500 preschoolers in full-day and part-day, full-year child development programs at:

Center Name (# of children)		
<i>CCTR – General Child Care – Infants/Toddlers</i>		
16 th Avenue (26)	Elkhorn (16)	Mather (15)
Alder Grove IT (16)	Freedom Park (16)	Norma Johnson (8)
American Legion (16)	Hillsdale (8)	Northview (8)
Bret Harte (8)	Hiram Johnson (24)	Phoenix Park (8)
Capital City (16)	Hopkins Park (6)	Sharon Neese (24)
CP Huntington (8)	Job Corps (24)	
Crossroad Gardens (16)	Marina Vista (8)	
<i>CSPP – State Preschool – Preschoolers</i>		
16 th Avenue (40)	Freeport (20)	North Avenue (20)
Bret Harte (20)	Hillsdale (40)	Northview (20)
Capital City (20)	Job Corps (20)	Phoenix Park (20)
CP Huntington (20)	LaVerne Stewart (20)	Sharon Neese (40)
Crossroads Gardens(40)	Marina Vista (60)	
Elkhorn (20)	Mather (20)	
Freedom Park (40)	Norma Johnson (20)	

Deputy Director, Denise Lee, will be available to answer questions.

RECOMMENDATION:

Ratify the submission of the application for continued funding for fiscal year 2020-2021 to the California Department of Education with a maximum reimbursement amount of approximately \$6.8 million.

ITEM IV-A – INFORMATION

PRESENTATION ON DISABILITIES CLUSTER GRANTS AND SPECIAL PROJECTS

BACKGROUND:

This item provides SETA staff an opportunity to give a presentation on SETA's Disabilities Cluster Grants and Special Projects.

ITEM IV-B – INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

Attached for your information are copies of the latest fiscal monitoring reports.

Staff will be available to answer questions.

PRESENTER: D'et Saurbourne

MEMORANDUM

TO: Ken McCulloch

DATE: October 17, 2019

FROM: David B. Clark, SETA Fiscal Monitor

RE: Fiscal Monitoring of City of Sacramento – Dept. of Parks and Recreation

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	In-School Youth	\$ 157,814	7/1/18 - 6/30/19	10/1/18 - 6/30/19

Monitoring Purpose: Initial ___ Follow-Up ___ Special ___ Final X

Date of review: September 26, 2019

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control		N/A		
3	Bank Reconciliation		N/A		
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll	X			
8	OJT Contracts/Files/Payment		N/A		
9	Indirect Cost Allocation		N/A		
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

Program Operator: City of Sacramento – Dept. of Parks and Recreation

Findings and General Observations:

The total costs as reported to SETA for WIOA have been traced to the subgrantee's fiscal records. The recorded expenditures were verified and appear to be in order and there are no adjustments required.

Recommendations for Corrective Action:

There are no findings for corrective action in this fiscal monitoring visit.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Yvonne Wright DATE: October 14, 2019

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Elk Grove Unified School District-Head Start

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic & COLA	\$3,296,934	8/1/18-7/31/19	8/1/18-7/31/19
Head Start	T & TA	\$14,040	8/1/18-7/31/19	8/1/18-7/31/19

Monitoring Purpose: Initial Follow-up Special Final X

Date of review: 9/16-9/18/19, 9/25, 9/30, 10/10

	AREAS EXAMINED	COMMENTS			
		SATISFACTORY		RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation's	X			
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll	X			
8	Indirect Cost Allocation		N/A		
9	Adherence to Budget	X			
10	In-Kind Contribution	X			
11	Equipment Records		N/A		

Program Operator: Elk Grove Unified School District-Head Start

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2018 to July 31, 2019 for the Head Start programs have been traced to the delegate agency records. The records were verified and appeared to be in order.

Recommendations for Corrective Action:

None

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Robert Sanger **DATE: November 18, 2019**
FROM: David B. Clark, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Folsom Cordova Community Partnership

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	OS Youth	\$211,816	7/1/18 - 6/30/19	4/1/19 – 6/30/19
WIOA	Adult	\$213,750	7/1/18 - 6/30/19	4/1/19 – 6/30/19
WIOA	DW	\$71,250	7/1/18 - 6/30/19	4/1/19 – 6/30/19

Monitoring Purpose: Initial Follow-up Special Final X
Date of review: October 1, 2019

AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
	YES	NO	YES	NO
1 Accounting Systems/Records	X			
2 Internal Control	X			
3 Bank Reconciliations	X			
4 Disbursement Control	X			
5 Staff Payroll/Files	X			
6 Fringe Benefits	X			
7 Participant Payroll	X			
8 OJT Contracts/Files/Payment	X			
9 Indirect Cost Allocation	X			
10 Adherence to Budget	X			
11 In-Kind Contribution		N/A		
12 Equipment Records		N/A		

Program Operator: Folsom Cordova Community Partnership

Findings and General Observations:

- 1) The total costs as reported to SETA for the WIOA program have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Rachel Rios **DATE:** November 18, 2019
FROM: David B. Clark, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of La Familia Counseling Center

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	OSY	\$ 299,208	7/1/18 - 6/30/19	1/1/19 - 6/30/19
WIOA	AD/BIC	\$ 231,478	7/1/18 - 6/30/19	1/1/19 - 6/30/19
WIOA	DW/BIC	\$ 77,159	7/1/18 - 6/30/19	1/1/19 - 6/30/19

Monitoring Purpose: Initial ___ Follow-Up ___ Special ___ Final X
Date of review: October 3-4, 2019

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation	X			
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll	X			
8	OJT Contracts/Files/Payment		NA		
9	Indirect Cost Allocation	X			
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution		NA		
12	Equipment Records		NA		

Program Operator: La Familia Counseling Center

Findings and General Observations:

The total costs as reported to SETA for WIOA have been traced to the delegate agency records. The records were verified and appear to be in order, and there are no adjustments required.

Recommendations for Corrective Action:

There are no findings for corrective action in this fiscal monitoring visit.

cc: Kathy Kossick
Governing Board

Program Operator: North State Building Industry Foundation

Findings and General Observations:

- 1) The total costs as reported to SETA for the review period of October 1, 2018 to June 30, 2019 for the WIOA Out-of-School Youth program have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) None for this review.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Kathleen Willard **DATE:** November 18, 2019
FROM: David B. Clark, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of River Oak Center for Children

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Early Head Start	Basic	\$455,740	8/1/18 - 7/31/19	3/1/19 - 7/31/19

Monitoring Purpose: Initial Follow-up Special Final

Date of review: September 27, 2019

AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
	YES	NO	YES	NO
1 Accounting Systems/Records	X			
2 Internal Control	X			
3 Bank Reconciliation's	X			
4 Disbursement Control	X			
5 Staff Payroll/Files	X			
6 Fringe Benefits	X			
7 Participant Payroll		N/A		
8 OJT Contracts/Files/Payment		N/A		
9 Indirect Cost Allocation		N/A		
10 Adherence to Budget	X			
11 In-Kind Contribution	X			
12 Equipment Records		N/A		

Program Operator: River Oak Center for Children

Findings and General Observations:

- 1) The total costs as reported to SETA for the Early Head Start program from March 1, 2019 to July 31, 2019 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Marc Cawdrey **DATE:** November 5, 2019
FROM: David Benjamin Clark, SETA Fiscal Monitor
RE: Fiscal Monitoring of St. John's Program for Real Change

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	FSS	\$25,420	1/1/18 - 12/31/18	9/1/18 - 12/31/18

Monitoring Purpose: **Initial** **Follow-Up** **Special** **Final** **X**

Date of review: September 16, 2019 **Follow Up Date:** October 10-11, 15-16, 2019

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation	X			
4	Disbursement Control	N/A			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Tuition Payments	N/A			
8	OJT Contracts/Files/Payment	N/A			
9	Indirect Cost Allocation	N/A			
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution	N/A			
12	Equipment Records	N/A			

Program Operator: St. John's Program for Real Change

Findings and General Observations:

The total costs as reported to the SETA CSBG program have been traced to the subgrantee's fiscal records. The recorded expenditures were verified and appear to be in order and there are no adjustments required.

Recommendations for Corrective Action:

1) None

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Edenausegboye Davis **DATE:** October 15, 2019
FROM: Tracey Anderson, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Women’s Civic Improvement Club

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic & Cola	\$1,026,605	8/1/18-7/31/19	1/1/19-7/31/19
Head Start	T & TA	\$11,700	8/1/18-7/31/19	1/1/19-7/31/19
Head Start	Duration	\$239,996	3/1/19-7/31/19	3/1/19-7/31/19

Monitoring Purpose: Initial Follow-up Special Final X

Date of review: 9/23-9/25/19, 9/30, 10/4, 10/10

	<u>AREAS EXAMINED</u>	<u>COMMENTS RECOMMENDATIONS</u>			
		<u>SATISFACTORY</u>	<u>SATISFACTORY</u>	<u>RECOMMENDATIONS</u>	<u>RECOMMENDATIONS</u>
		<u>YES</u>	<u>NO</u>	<u>YES</u>	<u>NO</u>
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation’s	X			
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll	X			
8	OJT-Contracts/Files/Payment	X			
9	Indirect Cost Allocation		N/A		
10	Adherence to Budget	X			
11	In-Kind Contribution	X			
12	Equipment Records	X			

Program Operator: Women's Civic Improvement Club

Findings and General Observations:

- 1) We have reviewed the Head Start, T & T/A and Duration programs from January 1, 2019 to July 31, 2019. The costs reported for this program have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

cc: Kathy Kossick
Governing Board

ITEM IV-C – INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

Staff at Sacramento Works Training Centers and internal Employer Services staff work with local employers to recruit qualified employees. Attached is a listing of employers recently assisted.

Mr. William Walker will be available to answer questions.

PRESENTER: William Walker

SETA- Employer Activity Report July 1, 2019 - November 26, 2019

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy; 3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations			
Cintas Corporation	9	Maintenance Technician I	1
City of Elk Grove	3	Engineering Technician I	1
	3	Engineering Technician II	1
	9	GIS Analyst (Geographic Information	1
	9	Human Resources Specialist	1
	7	Information Technology Analyst	1
	1	Meter Readers, Utilities	1
	9	New Street Maintenance Supervisor	1
	3	Senior Engineering Technician	1
	9	Utilities Locator	1
	City of Sacramento	9	Administrative Analyst
9		311 Customer Service Agent	1
9		311 Customer Service Specialist	1
9		Animal Control Officer I	1
9		Animal Control Officer II	1
7		Applications Developer	1
9		Arborist/Urban Forester	1
3		Associate Electrical Engineer	1
3		Building Inspector I	1
9		Cannabis Manager	1
9		Deputy City Clerk	1
9		Director of Public Works	1
9		Equipment Mechanic I	2
9		Equipment Service worker	1
9		Fire Service Worker	1
9		Fleet Service Coordinator	1
9		Junior Development Project Manager	1
9		Labor Relations Officer	1
9		Legal Secretary	1
7		Media and Communications Specialist	2
9		Park Maintenance Manager	1
9		Park Maintenance Superintendent	1
9		Permit Services Manager	1
9		Personnel Analyst	1
9		Police Officer (Lateral)	1
9		Police Recruit	2
9		Program Analyst	3
9		Program Leader	4
9		Program Specialist	2
9		Program Specialist (Film Office)	1
2	Program Specialist (Water Quality)	1	
9	Program Supervisor	1	

SETA- Employer Activity Report July 1, 2019 - November 26, 2019

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy; 3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations			
City of Sacramento	9	Recreation Aide (Multiple Programs)	3
	9	Recreation General Supervisor	1
	9	Recreation Superintendent	1
	9	Registered Veterinary Technician	1
	9	Senior Accountant Auditor	1
	7	Senior Applications Developer	2
	9	Senior Debt Analyst	1
	9	Senior Deputy City Clerk	1
	3	Senior Electrical Engineer	2
	3	Senior Engineer	3
	9	Senior Personnel Transactions Coordinator	1
	9	Senior Recreation Aide (Multiple Programs)	2
	7	Senior Systems Engineer	1
	9	Staff Aide	1
	9	Stores Administrator	1
	9	Stores Clerk II	1
	3	Street Construction Laborer	1
	3	Street Construction Laborer Trainee	1
	9	Student Trainee (Police Department)	1
	2	Supervising Plant Operator-Water	1
	7	Telecommunications Systems Analyst II	1
	9	Traffic Worker I	1
	9	Traffic Worker II	1
9	Tree Pruner II	1	
9	Workers' Compensation Claims	1	
Easter Seals Superior CA	4	Child Development Specialist	1
EBL, Inc.	9	Janitor	1
Exact Staff	9	Assembler	10
	9	Forklift Operator	10
	9	Inventory Control Clerk	50
	9	Machine Operator	10
	9	Production Worker	1
	1	Assembler	1
Faneuil Inc.	9	Customer Service Representative (CSR)	600
Herrfeldt Business Ventures, INC	6	Care Partner	5
Los Rios Community College District	9	Account Clerk II	1
	9	Administrative Assistant I	3
	9	Administrative Assistant II	1
	9	Administrative Services Analyst	1
	9	Admissions/ Records Clerk III	1
	9	Admissions/ Records Evaluator I	1
	4	Assistant Technical Director-Harris Center	1

SETA- Employer Activity Report July 1, 2019 - November 26, 2019

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy; 3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations			
Los Rios Community College District	4	Associate Vice President of Instruction for	1
	4	Biological Sciences Adjunct Assistant	1
	4	Biology Assistant Professor	1
	9	Clerk II	1
	9	Clerk III	2
	4	Control Center Technician	1
	4	Cosmetology Assistant Professor	1
	4	Dean of McClellan/ Sacramento Regional	1
	4	Dean of Planning, Research, and	1
	4	Dean of the West Sacramento Center	1
	4	Director (III) of Diversity, Compliance, and	1
	9	District Financial Aid Specialist (Temporary)	1
	4	Faculty Researcher (Faculty)	1
	9	Financial Aid Clerk II	1
	4	Fire Technology Coordinator	1
	6	Health Information Technology (HIT)	1
	4	Health Information Technology Assistant	1
	6	Healthcare Interpreting Adjunct Assistant	1
	9	Information Technology Business/	1
	7	Information Technology Network	1
	7	Information Technology Systems/Database	1
	7	Information Technology Technician II -	1
	4	Instructional Assistant - Mathematics	1
	4	Instructional Assistant - Physical Education -	1
	4	Instructional Assistant - Sacramento	1
	4	Instructional Assistant- Mathematics (60%)	1
	4	Instructional Services Assistant II	1
	4	Interim Dean of Equity and Inclusion	1
	4	Journalism Assistant Professor	1
	4	Laboratory Technician - Science (Biology)	1
	4	Learning Disabilities Adjunct Specialist	1
	4	Legal Assisting Adjunct Assistant Professor	1
	4	Librarian (Technical Services) Adjunct	1
	4	Librarian Adjunct Assistant Professor	1
	4	Library Science Adjunct Assistant Professor	1
	4	Library Technician	1
	4	MacIntosh/ CAD Lab Coordinator Adjunct	1
	4	Management Adjunct Assistant Professor	2
	4	Mass Communication Adjunct Assistant	1
	4	Mathematics Assistant Professor	1
4	Nursing (LVN) Assistant Professor	1	
9	Police Officer	1	

SETA- Employer Activity Report July 1, 2019 - November 26, 2019

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy; 3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations			
Los Rios Community College District	4	Senior Information Technology Systems/	1
	9	Special Projects - Shuttle Cart Driver	1
	4	Student Personnel Assistant - Career & Job	1
	4	Student Personnel Assistant-Temporary	1
	4	Student Support Specialist	4
	4	Student Support Supervisor	1
	4	Vice President of Administrative Services	1
	4	Vice President of Administrative Services	1
	4	Vice President of Student Services	1
MGA Healthcare Staffing	6	Certified Nursing Assistant (CNA)	5
Sacramento Employment and Training Agency	4	CFS Quality Assurance Analyst	1
	4	Head Start Cook/ Driver	1
	4	Head Start Home Visitor	1
Total			846

ITEM IV-D – INFORMATION
DISLOCATED WORKER UPDATE

BACKGROUND:

Attached is a copy of the most current dislocated worker updates. Staff will be available to answer questions.

PRESENTER: William Walker

Sacramento Employment and Training Agency

Dislocated Worker Information PY 2019/2020

The following is an update of information as of November 26, 2019

	MONTH RECEIVED	COMPANY AND ADDRESS	WARN STATUS	AFFECTED WORKERS	SETA INTERVENTION
Official	6/5/2019	Education Credit Management Corp. 110370 Peter A. McCuen Blvd. Mather, CA 95655	8/1/2019	185	7/16-18/2019
Official	6/12/2019	Just Energy 8795 Folsom Blvd. Ste. 100 Sacramento, CA 95826	8/19/2019	27	8/13/2019
Official	7/10/2019	Varner & Brandt 3612 Madison Ave. Ste. North Highlands, CA 96660	8/28/2019	30	Services declined
Official	8/15/2019	Food Service Holdings, LLC dba English Manufacturing 11292 Sunrise Park Rancho Cordova 95670	8/15/2019	16	8/30/2019
Official	8/23/2019	rePlanet LLC 9670 Bruceville Rd. Elk Grover, CA 95624	8/26/2019	32	No Response
Official	9/9/2019	Liqui-Box Corporation 5000 Warehouse Way Sacramento, CA 95826	11/4/2019	30	10/28/2019 10/30/2019
Official	9/9/2019	Nestle USA, Inc. 860 National Dr. Ste. 100 Sacramento, CA 95834	11/1/2019	54	10/22/2019 11/15/19
Unofficial	9/13/2019	Volunteers of America 10626 Schirra Ave Mather, CA 95655	9/30/2019	5	9/18/2019
Official	9/26/2019	Inter-Con Security Systems 9940 Business Park Dr. Ste. 165 Sacramento, CA 95827	11/13/2019	492	10/23/2019 10/29/2019
Official	10/2/2019	Walmart #6530 4420 Florin Rd Sacramento, CA 95823	12/6/2019	108	10/17-18/2019
Official	10/2/2019	Silgan Containers 6200 Franklin Blvd. Ste. 100 Sacramento, CA 95824	11/25/2019	48	Services declined
Official	10/30/2019	Raley's Various Locations Sacramento, CA 95824	12/27/2019	20	Services declined
Official	10/31/2019	KAISER 6600 Bruceville Rd. Sacramento, CA 95823	12/31/2019	4	Pending
Unofficial	5/20/2019	Dress Barn Various Locations	12/26/2019	32	11/19/2019
Official	11/14/2019	Aerojet Aerojet Rd. Rancho Cordova, CA 95670	1/16/2019	10	Pending
TOTAL				1,093	

ITEM IV-E – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of October was 3.1%.

Attached is a copy of a press release from the Employment Development Department breaking down the job losses and job creations for the regional area.

Staff will be available to answer questions.

PRESENTER: Roy Kim

EMPLOYMENT DEVELOPMENT DEPARTMENT
 Labor Market Information Division
 2901 50th Street
 Sacramento, CA 95817

Contact: Cara Welch
 (916) 227-0298

**SACRAMENTO—ROSEVILLE—ARDEN-ARCADE METROPOLITAN STATISTICAL AREA (MSA)
 (EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)**
Government led the region in job growth over the month with 5,800 jobs

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 3.1 percent in October 2019, up from a revised 3.0 percent in September 2019, and below the year-ago estimate of 3.5 percent. This compares with an unadjusted unemployment rate of 3.7 percent for California and 3.3 percent for the nation during the same period. The unemployment rate was 3.0 percent in El Dorado County, 2.8 percent in Placer County, 3.2 percent in Sacramento County, and 3.2 percent in Yolo County.

Between September 2019 and October 2019, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo, increased by 3,500 to total 1,033,600 jobs.

- Government (up 5,800 jobs) led the region with a normal seasonal job gain from September to October. State government (up 3,000 jobs) and local government (up 2,800 jobs) experienced seasonal gains in education as schools were back in session. Federal government was unchanged.
- Education and health services expanded by 1,700 jobs. Health care and social assistance accounted for 70.6 percent of the expansion, picking up 1,200 jobs. Educational services added 500 jobs.
- Financial activities advanced by 700 jobs over the month. Finance and insurance grew by 600 jobs. Real estate and rental and leasing was up 100 jobs.
- Meanwhile, five major industries reported month-over decline, led by construction (down 2,900 jobs), leisure and hospitality (down 1,700 jobs), and farm (down 1,000 jobs).

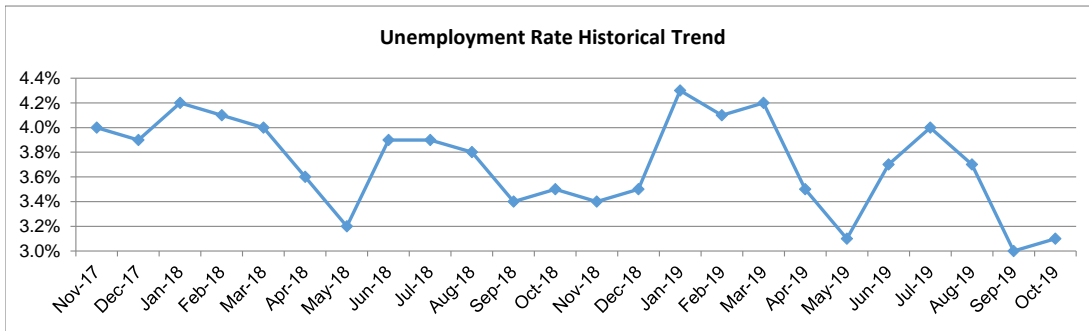
Between October 2018 and October 2019, total jobs in the region increased by 15,100, or 1.5 percent.

- Education and health services continued to lead year-over growth, adding 6,600 jobs. Health care and social assistance led the expansion with 6,200 jobs. Educational services added 400 jobs.
- Construction gained 4,600 jobs since last October. Specialty trade contractors (up 3,500 jobs) was responsible for 76.1 percent of the job gains.
- Trade, transportation, and utilities advanced by 2,000 jobs. Transportation, warehousing, and utilities (up 2,300 jobs) was responsible for a majority of the year-over growth. Wholesale trade gained 600 jobs. These gains offset a decline in retail trade, which shed 900 jobs.
- Three major industries experienced job reductions from last October. Government was down 2,100 jobs. Information shed 600 jobs. Other services cut back 400 jobs.

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IMMEDIATE RELEASE
 SACRAMENTO--ROSEVILLE--ARDEN-ARCADE METROPOLITAN STATISTICAL AREA (MSA)
 (El Dorado, Placer, Sacramento, and Yolo Counties)

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 3.1 percent in October 2019, up from a revised 3.0 percent in September 2019, and below the year-ago estimate of 3.5 percent. This compares with an unadjusted unemployment rate of 3.7 percent for California and 3.3 percent for the nation during the same period. The unemployment rate was 3.0 percent in El Dorado County, 2.8 percent in Placer County, 3.2 percent in Sacramento County, and 3.2 percent in Yolo County.



Industry	Sep-2019	Oct-2019	Change		Oct-2018	Oct-2019	Change
	Revised	Prelim			Prelim		

Total, All Industries	1,030,100	1,033,600	3,500		1,018,500	1,033,600	15,100
Total Farm	10,200	9,200	(1,000)		9,100	9,200	100
Total Nonfarm	1,019,900	1,024,400	4,500		1,009,400	1,024,400	15,000
Mining, Logging, and Construction	74,000	71,100	(2,900)		66,500	71,100	4,600
Mining and Logging	500	500	0		500	500	0
Construction	73,500	70,600	(2,900)		66,000	70,600	4,600
Manufacturing	38,400	38,200	(200)		36,600	38,200	1,600
Trade, Transportation & Utilities	161,800	162,500	700		160,500	162,500	2,000
Information	11,600	11,600	0		12,200	11,600	(600)
Financial Activities	54,500	55,200	700		54,000	55,200	1,200
Professional & Business Services	138,600	139,200	600		137,600	139,200	1,600
Educational & Health Services	166,600	168,300	1,700		161,700	168,300	6,600
Leisure & Hospitality	107,800	106,100	(1,700)		105,600	106,100	500
Other Services	34,900	34,700	(200)		35,100	34,700	(400)
Government	231,700	237,500	5,800		239,600	237,500	(2,100)

Notes: Data not adjusted for seasonality. Data may not add due to rounding
 Labor force data are revised month to month

November 15, 2019

Employment Development Department
 Labor Market Information Division
 (916) 262-2162

Sacramento--Roseville--Arden-Arcade MSA
(El Dorado, Placer, Sacramento, and Yolo Counties)
 Industry Employment & Labor Force
 March 2018 Benchmark

Data Not Seasonally Adjusted

	Oct 18	Aug 19	Sep 19 Revised	Oct 19 Prelim	Percent Change	
					Month	Year
Civilian Labor Force (1)	1,104,800	1,099,500	1,105,100	1,103,900	-0.1%	-0.1%
Civilian Employment	1,066,500	1,058,700	1,072,300	1,069,200	-0.3%	0.3%
Civilian Unemployment	38,400	40,800	32,800	34,700	5.8%	-9.6%
Civilian Unemployment Rate	3.5%	3.7%	3.0%	3.1%		
(CA Unemployment Rate)	4.0%	4.2%	3.5%	3.7%		
(U.S. Unemployment Rate)	3.5%	3.8%	3.3%	3.3%		
Total, All Industries (2)	1,018,500	1,029,400	1,030,100	1,033,600	0.3%	1.5%
Total Farm	9,100	11,100	10,200	9,200	-9.8%	1.1%
Total Nonfarm	1,009,400	1,018,300	1,019,900	1,024,400	0.4%	1.5%
Total Private	769,800	788,000	788,200	786,900	-0.2%	2.2%
Goods Producing	103,100	111,800	112,400	109,300	-2.8%	6.0%
Mining, Logging, and Construction	66,500	73,500	74,000	71,100	-3.9%	6.9%
Mining and Logging	500	500	500	500	0.0%	0.0%
Construction	66,000	73,000	73,500	70,600	-3.9%	7.0%
Construction of Buildings	14,200	15,000	14,900	14,800	-0.7%	4.2%
Specialty Trade Contractors	45,800	50,700	51,500	49,300	-4.3%	7.6%
Building Foundation & Exterior Contractors	13,300	15,300	15,400	14,600	-5.2%	9.8%
Building Equipment Contractors	17,600	18,900	19,300	19,000	-1.6%	8.0%
Building Finishing Contractors	10,200	11,200	11,400	11,100	-2.6%	8.8%
Manufacturing	36,600	38,300	38,400	38,200	-0.5%	4.4%
Durable Goods	23,600	24,600	24,500	24,900	1.6%	5.5%
Computer & Electronic Product Manufacturing	4,500	4,900	4,900	5,000	2.0%	11.1%
Nondurable Goods	13,000	13,700	13,900	13,300	-4.3%	2.3%
Food Manufacturing	4,100	4,600	4,800	4,000	-16.7%	-2.4%
Service Providing	906,300	906,500	907,500	915,100	0.8%	1.0%
Private Service Providing	666,700	676,200	675,800	677,600	0.3%	1.6%
Trade, Transportation & Utilities	160,500	161,900	161,800	162,500	0.4%	1.2%
Wholesale Trade	28,900	30,000	30,000	29,500	-1.7%	2.1%
Merchant Wholesalers, Durable Goods	16,000	16,800	16,900	16,600	-1.8%	3.8%
Merchant Wholesalers, Nondurable Goods	11,200	11,500	11,500	11,500	0.0%	2.7%
Retail Trade	102,500	101,500	100,900	101,600	0.7%	-0.9%
Motor Vehicle & Parts Dealer	15,100	15,300	15,200	15,100	-0.7%	0.0%
Building Material & Garden Equipment Stores	8,500	8,500	8,500	8,500	0.0%	0.0%
Grocery Stores	19,600	19,800	19,800	20,000	1.0%	2.0%
Health & Personal Care Stores	6,000	5,900	5,900	6,000	1.7%	0.0%
Clothing & Clothing Accessories Stores	7,700	7,900	7,600	7,800	2.6%	1.3%
Sporting Goods, Hobby, Book & Music Stores	4,000	3,800	3,900	3,800	-2.6%	-5.0%
General Merchandise Stores	20,100	19,400	19,500	19,800	1.5%	-1.5%
Transportation, Warehousing & Utilities	29,100	30,400	30,900	31,400	1.6%	7.9%
Information	12,200	11,700	11,600	11,600	0.0%	-4.9%
Publishing Industries (except Internet)	2,300	2,200	2,200	2,200	0.0%	-4.3%
Telecommunications	3,400	3,200	3,200	3,200	0.0%	-5.9%
Financial Activities	54,000	54,500	54,500	55,200	1.3%	2.2%
Finance & Insurance	37,100	37,000	37,000	37,600	1.6%	1.3%
Credit Intermediation & Related Activities	11,100	10,800	10,900	11,000	0.9%	-0.9%
Depository Credit Intermediation	6,400	6,300	6,300	6,300	0.0%	-1.6%
Nondepository Credit Intermediation	2,600	2,400	2,400	2,500	4.2%	-3.8%
Insurance Carriers & Related	22,000	22,200	22,200	22,300	0.5%	1.4%
Real Estate & Rental & Leasing	16,900	17,500	17,500	17,600	0.6%	4.1%
Real Estate	13,300	13,800	13,700	13,900	1.5%	4.5%
Professional & Business Services	137,600	137,900	138,600	139,200	0.4%	1.2%
Professional, Scientific & Technical Services	57,200	57,500	57,800	57,300	-0.9%	0.2%
Architectural, Engineering & Related Services	10,400	10,700	10,600	10,600	0.0%	1.9%
Management of Companies & Enterprises	12,900	13,700	13,500	13,600	0.7%	5.4%
Administrative & Support & Waste Services	67,500	66,700	67,300	68,300	1.5%	1.2%
Administrative & Support Services	64,500	63,800	64,100	65,400	2.0%	1.4%
Employment Services	28,500	27,200	27,500	28,100	2.2%	-1.4%

Data Not Seasonally Adjusted

	Oct 18	Aug 19	Sep 19 Revised	Oct 19 Prelim	Percent Change	
					Month	Year
Services to Buildings & Dwellings	14,000	14,200	14,100	14,300	1.4%	2.1%
Educational & Health Services	161,700	165,100	166,600	168,300	1.0%	4.1%
Education Services	12,700	12,200	12,600	13,100	4.0%	3.1%
Health Care & Social Assistance	149,000	152,900	154,000	155,200	0.8%	4.2%
Ambulatory Health Care Services	52,500	54,200	54,700	54,800	0.2%	4.4%
Hospitals	24,800	25,400	25,400	25,500	0.4%	2.8%
Nursing & Residential Care Facilities	17,700	18,100	18,200	18,200	0.0%	2.8%
Leisure & Hospitality	105,600	109,900	107,800	106,100	-1.6%	0.5%
Arts, Entertainment & Recreation	15,000	16,000	15,300	14,700	-3.9%	-2.0%
Accommodation & Food Services	90,600	93,900	92,500	91,400	-1.2%	0.9%
Accommodation	10,000	11,100	11,000	11,000	0.0%	10.0%
Food Services & Drinking Places	80,600	82,800	81,500	80,400	-1.3%	-0.2%
Restaurants	76,300	77,900	77,100	76,000	-1.4%	-0.4%
Full-Service Restaurants	34,700	36,500	36,100	34,800	-3.6%	0.3%
Limited-Service Eating Places	41,600	41,400	41,000	41,200	0.5%	-1.0%
Other Services	35,100	35,200	34,900	34,700	-0.6%	-1.1%
Repair & Maintenance	10,500	10,500	10,500	10,400	-1.0%	-1.0%
Government	239,600	230,300	231,700	237,500	2.5%	-0.9%
Federal Government	14,100	14,500	14,400	14,400	0.0%	2.1%
Department of Defense	1,600	1,700	1,700	1,700	0.0%	6.3%
State & Local Government	225,500	215,800	217,300	223,100	2.7%	-1.1%
State Government	122,000	122,100	122,100	125,100	2.5%	2.5%
State Government Education	31,700	30,200	29,900	32,700	9.4%	3.2%
State Government Excluding Education	90,300	91,900	92,200	92,400	0.2%	2.3%
Local Government	103,500	93,700	95,200	98,000	2.9%	-5.3%
Local Government Education	56,500	44,900	47,600	50,600	6.3%	-10.4%
Local Government Excluding Education	47,000	48,800	47,600	47,400	-0.4%	0.9%
County	19,300	19,400	19,400	19,400	0.0%	0.5%
City	9,900	11,100	10,400	10,300	-1.0%	4.0%
Special Districts plus Indian Tribes	17,800	18,300	17,800	17,700	-0.6%	-0.6%

Notes:

(1) Civilian labor force data are by place of residence; include self-employed individuals, unpaid family workers, household domestic workers, & workers on strike. Data may not add due to rounding. The unemployment rate is calculated using unrounded data.

(2) Industry employment is by place of work; excludes self-employed individuals, unpaid family workers, household domestic workers, & workers on strike. Data may not add due to rounding.

These data are produced by the Labor Market Information Division of the California Employment Development Department (EDD). Questions should be directed to: Cara Welch 916-227-0298 or Sheila Stock 916-651-5914

These data, as well as other labor market data, are available via the Internet at <http://www.labormarketinfo.edd.ca.gov>. If you need assistance, please call (916) 262-2162.

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REPORT 400 C
Monthly Labor Force Data for Counties
October 2019 - Preliminary
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,587,500	18,869,200	718,300	3.7%
ALAMEDA	9	860,100	837,600	22,400	2.6%
ALPINE	49	470	440	20	5.2%
AMADOR	19	15,060	14,570	480	3.2%
BUTTE	32	104,400	100,400	4,000	3.8%
CALAVERAS	19	21,610	20,910	700	3.2%
COLUSA	56	11,090	10,280	810	7.3%
CONTRA COSTA	10	571,900	556,300	15,500	2.7%
DEL NORTE	44	9,890	9,400	490	4.9%
EL DORADO	16	92,200	89,400	2,800	3.0%
FRESNO	52	451,400	425,000	26,400	5.8%
GLENN	39	13,270	12,690	580	4.4%
HUMBOLDT	13	64,200	62,300	1,900	2.9%
IMPERIAL	58	73,800	58,100	15,700	21.2%
INYO	13	8,700	8,450	250	2.9%
KERN	54	393,300	369,200	24,100	6.1%
KINGS	55	57,900	54,300	3,600	6.3%
LAKE	36	29,820	28,600	1,220	4.1%
LASSEN	19	10,570	10,230	340	3.2%
LOS ANGELES	41	5,161,500	4,928,500	233,000	4.5%
MADERA	51	61,700	58,400	3,300	5.4%
MARIN	2	143,000	140,100	2,900	2.0%
MARIPOSA	27	7,750	7,490	260	3.4%
MENDOCINO	18	39,520	38,300	1,210	3.1%
MERCED	52	118,600	111,800	6,900	5.8%
MODOC	43	3,230	3,080	150	4.6%
MONO	29	8,400	8,090	310	3.6%
MONTEREY	31	228,200	219,700	8,400	3.7%
NAPA	5	75,400	73,600	1,700	2.3%
NEVADA	13	48,080	46,690	1,400	2.9%
ORANGE	8	1,633,900	1,592,600	41,300	2.5%
PLACER	11	186,900	181,800	5,200	2.8%
PLUMAS	44	7,890	7,500	390	4.9%
RIVERSIDE	34	1,106,100	1,062,800	43,300	3.9%
SACRAMENTO	19	716,000	692,800	23,200	3.2%
SAN BENITO	36	31,400	30,100	1,300	4.1%
SAN BERNARDINO	28	973,500	939,800	33,700	3.5%
SAN DIEGO	11	1,609,400	1,563,600	45,800	2.8%
SAN FRANCISCO	2	591,500	579,900	11,600	2.0%
SAN JOAQUIN	47	327,500	311,200	16,300	5.0%
SAN LUIS OBISPO	7	143,500	140,000	3,500	2.4%
SAN MATEO	1	467,200	458,700	8,500	1.8%
SANTA BARBARA	16	218,500	211,900	6,600	3.0%
SANTA CLARA	4	1,070,800	1,046,800	24,000	2.2%
SANTA CRUZ	24	144,300	139,400	4,800	3.3%
SHASTA	32	74,900	72,000	2,800	3.8%
SIERRA	34	1,370	1,310	50	3.9%
SISKIYOU	41	17,600	16,810	790	4.5%
SOLANO	24	209,200	202,400	6,800	3.3%
SONOMA	5	264,000	257,900	6,000	2.3%
STANISLAUS	44	244,600	232,700	11,900	4.9%
SUTTER	50	45,200	42,800	2,400	5.3%
TEHAMA	38	26,480	25,340	1,140	4.3%
TRINITY	39	4,730	4,520	210	4.4%
TULARE	57	202,800	186,500	16,300	8.0%
TUOLUMNE	29	21,680	20,890	780	3.6%
VENTURA	24	424,200	410,300	13,900	3.3%
YOLO	19	108,800	105,300	3,500	3.2%
YUBA	48	29,100	27,600	1,500	5.1%

Notes

- 1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.
- 2) Labor force data for all geographic areas now reflect the March 2018 benchmark and Census 2010 population controls at the state level.

ITEM IV-F - INFORMATION

HEAD START REPORTS

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to review the attached Head Start items.

Staff will be available to answer questions.

PRESENTER: Denise Lee

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
October 2019**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 10/31/19	(b) % Actual to Funded
Elk Grove USD	440	439	99
Sacramento City USD	736	710	96
SETA	1,756	1,737	99
San Juan USD	1,052	971	92
Twin Rivers USD	140	140	100
WCIC/Playmate	120	120	100
Total	4,244	4,117	97

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 10/31/19	(b) % Actual to Funded
SETA	589	516	88
San Juan USD	160	160	100
TRUSD	40	40	100
Total	789	716	91

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 10/31/19	(b) % Actual to Funded
SETA	80	89	100
Total	80	89	111

- (a) Includes children who have dropped during the month and whose slot will be filled within the 30-day allowable period.
(b) If enrollment is less than 100%, agency includes corrective plan of action.

Head Start

- EGUSD: Vacancy to be filled by end of November (1)
- SETA: 1 center closed due to lost lease agreement. No new location identified yet. (Auberry Park (40))
- SCUSD: Reserved for Full Inclusion (8), enrollments in process (12), contacting families from wait list (6)
- SJUSD: Increase of more than 380 enrollment slots, full enrollment expected by end of November.

Early Head Start

- SETA: 3 Home Visitors not hired (36). 5 classes are delayed opening due to licensing/fire clearance (Hillsdale (8), Galt (16) and Freedom Park (16))

**SETA - County Monthly Average Daily Attendance (ADA)
Program Year 2019-2020**

Head Start

Agency	August ADA %	Sept ADA %	October ADA %	Nov ADA %	Dec ADA %	January ADA %	February ADA %	March ADA %	April ADA %	May ADA %	June ADA %	July ADA %
Elk Grove USD	96	89	89									
Sacramento City USD	64	90	89									
SETA	84	86	85									
San Juan USD	97	88	80									
Twin Rivers USD	96	92	89									
WCIC/ Playmate	N/A	74	81									
TOTAL	87	87	86									

Early Head Start

Agency	August ADA %	Sept ADA %	October ADA %	Nov ADA %	Dec ADA %	January ADA %	February ADA %	March ADA %	April ADA %	May ADA %	June ADA %	July ADA %
SETA	83	85	92									
San Juan USD	90	89	76									
Twin Rivers USD	96	93	89									
TOTAL	90	89	86									

**SETA - County Monthly Average Daily Attendance (ADA)
Program Year 2019-2020**

EHS-CC Partnership/Expansion

Agency	<u>August</u> ADA %	<u>Sept</u> ADA %	<u>October</u> ADA %	<u>Nov</u> ADA %	<u>Dec</u> ADA %	<u>January</u> ADA %	<u>February</u> ADA %	<u>March</u> ADA %	<u>April</u> ADA %	<u>May</u> ADA %	<u>June</u> ADA %	<u>July</u> ADA %
SETA	86	86	84									
TOTAL	86	86	84									

A summary of individual agency Attendance Action Plan(s) are provided below after any three (3) consecutive months of ADA below 85%

Attendance Action Plan(s):

Comment(s):



SETA Head Start

Food Service Operations Monthly Report

*October 2019

- October 4th** - Sharon Neese had a Field Trip to Perry Pumpkin Patch
Sack lunch and Snack Provided 20 Guests
Mather had a Field Trip to Roemer Pumpkin Farm Sack lunch & Snack Provided 40 guest.
- October 15th** - Bright Beginnings had a Field Trip to Roemer Pumpkin Patch
Sack lunch & Snack Provided 40 guest
- October 17th** - Northview had a Field Trip to Perry's Pumpkin Patch Sack lunch & Snack Provided 40 guest.
- October 18th** - Norma Johnson had a Field Trip to Perry's Pumpkin Patch
Sack lunch & Snack Provided 70 guest.
- October 21st** - Phoenix Park had a Field Trip to Roemer Pumpkin Patch
Sack lunch & Snack Provided 50 guest.
- October 22nd** - Elkhorn had a Field Trip to Pumpkin Farm Sack lunch & Snack Provided 60 guest.
Fruitridge had a Field Trip to Roemer Pumpkin Patch Sack lunch & Snack Provided 40 guest.
Mather had a Field Trip to Roemer Pumpkin Patch Sack lunch & Snack Provided 80 guest.
Crossroads had a Field Trip it was on Site Sack lunch & Snack Provided 40 guest.
Parker had a Field Trip to Roemer Pumpkin Patch Sack lunch & Snack Provided 20 guest.
- October 24th** - Kennedy Estates had a Field Trip to Keema's Pumpkin Farm
Sack lunch & Snack Provided 20 guests.
Strizek had a Field Trip to Pumpkin Farm Sack lunch & Snack Provided 40 guests.
Northview had a Field Trip to Perry's Pumpkin Patch Sack lunch & Snack Provided 40 guests
Elkhorn had a Field Trip to Pumpkin Farm Sack lunch & Snack Provided 20 guests.
- October 25th** - Galt had a Field Trip to Fog Willow Farms Sack lunch & Snack Provided 40 guests.
Home Base PSHB had a Field Trip to Goblin Gardens Pumpkin Farm
Sack lunch & Snack Provided 80 guests.
Home Base EHS had a Field Trip to Perry's Pumpkin Farm
Sack lunch & Snack Provided 100 guests.
Freedom Park had a Field Trip to Pumpkin Patch Sack lunch & Snack Provided 80 guests.
Northview had a Field Trip to Perry's Pumpkin Farm Sack Lunch & Snack Provided 20 guests.
- October 31st** - Nedra Court had a Field Trip Pumpkin Patch Sack lunch & Snack Provided 40 guests.
Galt had a Field Trip to Fog Willow Farms Sack lunch & Snack Provided 40 guests.
Job Corps had a Field Trip on site Sack lunch & Snack Provided 50 guests.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
41,805	33,305	34,035	1730

Total Amount of Meals and Snacks Prepared **110,875**

Purchases:

Food **\$87,793.35**

Non - Food **\$18,046.17**

Building Maintenance and Repair: **\$0.00**

Janitorial & Restroom Supplies: **\$0.00**

Kitchen Small Wares and Equipment: **\$0.00**

Vehicle Maintenance and Repair : **\$2,291.56**

Vehicle Gas / Fuel: **\$2,204.06**
Normal Delivery Days **23**

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

October 2019

The Special Education Report shows the percentage of enrolled preschool aged children with a diagnosed disability receiving services through an Individualized Education Plan (IEP). For Early Head Start, the Special Education Report shows the number of children ages 0-3 who are receiving early intervention services through an Individualized Family Services Plan (IFSP).

Head Start Program Performance Standards Reference: 1302.14 (b)(1) states *a program must ensure at least 10 percent of its total funded enrollment is filled by children eligible for services under IDEA, unless the responsible HHS official grants a waiver.*

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
SETA operated	1756	159	9%	589	101	17%
Twin Rivers USD	140	20	14%	40	3	8%
Elk Grove USD	440	28	6%			
Sac City USD	736	62	8%			
San Juan USD	1052	127	12%	160	8	5%
WCIC	120	6	5%			
EHS CCP				80	11	14%
COUNTY TOTAL	4244	402	9%	869	123	14%

AFE: Annual Funded Enrollment



Program Information Report (PIR) Overview

Background and Purpose.

In 1978, the national Head Start Bureau (aka OHS) began the first uniform collection of Head Start program data to describe the nation's program. By the mid-1980s, the Head Start Program Information Report, commonly referred to as the "PIR," was the "principal source of basic information about the operating characteristics of Head Start programs and the services they provide" (Ellsworth 1978). The PIR is an extensive survey that all Head Start and Early Head Start programs are required to complete on an annual basis. Data collected through the PIR is used for a variety of purposes:

- to describe varied program design and staffing patterns
- to report funded and actual enrollment levels
- to describe and quantify the services delivered by each program, and
- to identify demographic and social trends among the children and families served.

The PIR also provides summary data at the national, regional, state, city and zip code levels. Selected areas of the reports are used to inform national policy decisions and provide timely information in response to Congressional and public inquiries about the program.

2018-2019 PIR Reports.

There are three charts attached - one Head Start chart which represents services to preschool aged children and two Early Head Start charts which represent services to infants, toddlers and pregnant woman. These summary charts are not inclusive of all questions included in the PIR but instead focus on key indicators for program quality and threshold comparisons.

Summary of Results and Corrective Plans.

- Overall, Sacramento County Head Start and Early Head Start programs performed on par with previous years.
- Sacramento County tends to show higher enrollment turnover in the first 45 days than its national, regional and state counterparts.
- Nearly all enrolled children have an identified medical home and medical insurance.
- The percentage of children completing all medical screenings has declined from last year and falls below national, regional, and state averages.
 - To count as medically complete, a child must be up-to-date on ALL of the following screenings: hearing, vision, blood pressure, height/weight, physical exam, blood lead, and TB.

- Data analysis showed that 836 out of 2,683 children were missing a Blood Lead Screening provided by their primary physician. This represents 23% of all grantee enrolled children during the program year. Delegate agencies largely reported the same trends.
- In 2019-2020, the grantee will work collaboratively with its delegate agencies, partners, regional office staff, the public health office, and the Health Services Advisory Committee to develop strategies:
 - to address missing Blood Lead Screenings (BLS);
 - to partner with local medical providers to complete age-required BLS as an important element of wellness for young children and in accordance with the pediatric periodicity table, Bright Futures;
 - to educate parents on the importance of advocating for a BLS;
 - to explore/develop partnerships with local medical providers to perform on-site BLS for children as needed.
- 97% of children received follow-up medical treatment as needed. This is higher than SETA's national, regional and state counterparts.
- The percentage of children completing a dental examination has slightly declined from last year and is slightly lower than regional and state counterparts, but on par nationally.
 - In 2019-2020, the grantee will work collaboratively with its delegate agencies, partners, and dental consultants to develop strategies:
 - to re-visit center locations where absent children may have missed the original dental visit;
 - to increase parent education on the importance of dental hygiene and annual dental examinations;
 - to seek formal partnerships with public dental van agencies to increase on-site dental examinations where results tend to be lower.
- Staff have assisted more than 190 families experiencing homelessness during the program year.
- 192 enrolled children were in foster care at some point during the program year, representing 2.6% of the total cumulative enrollment for the year.
- Nearly 82% of all Head Start teachers hold a Bachelor's degree or higher, outpacing national, regional and state counterparts.

	County Totals	2017-2018	Nat'l Avg	Reg Avg	State Avg
Enrollment					
Actual Enrollment	5,655	5,432	755,791	101,140	80,449
# Enrolled < 45 days	7.52%	5.01%	3.89%	4.78%	4.80%
Family Demographics					
# of Families	5,185	5,048	703,020	95,230	75,891
% families receiving HS Services	76.91%	77.34%	65.42%	75.19%	74.98%
% of homeless/acquired housing	39.60%	47.42%	29.29%	28.12%	26.68%
Child Health Services					
Children with medical home	99.27%	95.89%	97.02%	98.79%	99.04%
Children with health insurance	99.36%	97.35%	96.93%	98.87%	99.49%
Med. Screenings Complete	67.92%	79.99%	83.84%	83.37%	82.69%
Needing Med. Treatment	9.92%	9.00%	9.80%	10.56%	11.90%
Rec'd Med. Treatment	96.85%	93.09%	92.02%	94.18%	94.30%
Up to date on oral health care	80.23%	84.13%	79.86%	83.47%	83.46%
Needing Dental Treatment	16.66%	18.21%	15.90%	22.95%	23.72%
Dental Treatment Rec'd	78.31%	77.16%	70.75%	76.70%	76.84%
Immunization					
Complete/up to date/exempt					
....at enrollment	98.71%	98.09%	94.92%	98.35%	98.61%
....at end of program year	98.74%	98.40%	96.99%	99.15%	99.29%
Disabilities					
% Diagnosed	10.50%	10.62%	13.20%	12.84%	13.40%
Staff Qualifications					
# of Teachers with BA or higher	81.59%	78.89%	72.63%	64.60%	68.07%
# of ATs with permit or higher	98.35%	97.33%	88.51%	93.49%	93.95%

	County Totals	2017-2018	Nat'l Avg	Reg Avg	State Avg
Enrollment					
Actual Enrollment	1,267	1,218	224,325	38,879	25,780
# Enrolled < 45 days	11.21%	6.40%	5.81%	6.22%	5.85%
Family Demographics					
# of Families	1,124	1,077	200,896	35,236	23,522
% families receiving HS Services	76.33%	75.77%	72.88%	76.99%	79.71%
% of homeless/acquired housing	27.94%	30.26%	30.72%	26.44%	25.14%
Child Health Services					
Children with medical home	99.13%	97.70%	96.17%	97.97%	98.14%
Children with health insurance	99.45%	98.69%	97.31%	98.76%	99.17%
Med. Screenings Complete	49.25%	61.58%	72.63%	72.21%	73.13%
Needing Med. Treatment	5.77%	3.20%	7.48%	8.39%	8.00%
Rec'd Med. Treatment	91.67%	83.33%	93.42%	94.86%	95.49%
Immunization					
Complete/up to date/exempt					
....at enrollment	86.42%	84.24%	90.01%	90.27%	88.73%
....at end of program year	84.69%	83.33%	92.23%	94.04%	93.49%
Disabilities					
% Diagnosed	13.58%	11.41%	13.89%	14.50%	16.12%
Staff Qualifications					
% of Teachers with CDA/Permit+	100.00%	100.00%	85.94%	92.05%	95.37%

	County Totals	2017-2018	Nat'l Avg	Reg Avg	State Avg
Enrollment					
Actual Enrollment	138	132	172,796	8,488	6,434
# Enrolled < 45 days	10.14%	3.79%	5.72%	7.52%	6.79%
Family Demographics					
# of Families	132	121	155,381	7,596	5,816
% families receiving HS Services	54.55%	73.55%	74.51%	69.14%	73.83%
% of homeless/acquired housing	16.67%	50.00%	30.87%	25.46%	22.19%
Child Health Services					
Children with medical home	97.10%	94.70%	96.19%	98.44%	99.36%
Children with health insurance	97.83%	96.97%	97.16%	98.83%	99.27%
Med. Screenings Complete	45.65%	53.79%	73.77%	69.44%	69.97%
Needing Med. Treatment	4.76%	8.45%	7.53%	8.47%	9.57%
Rec'd Med. Treatment	66.67%	50.00%	93.51%	93.59%	94.66%
Immunization					
Complete/up to date/exempt					
....at enrollment	99.28%	93.94%	89.84%	94.89%	94.95%
....at end of program year	99.28%	91.67%	92.24%	96.68%	96.74%
Disabilities					
% Diagnosed	13.04%	8.33%	14.60%	11.02%	12.12%
Staff Qualifications					
% of Teachers with CDA/Permit+	100.00%	60.87%	91.00%	87.15%	90.20%



SOP Center/Classroom

Below is an update on the status of newly opening centers/classrooms. Delayed openings will likely result in SETA reporting under-enrollment for the month of November.

Opened During October

Bret Harte EHS

CP Huntington EHS

American Legion EHS

Franklin Head Start

Delayed Opening

American Legion EHS (8)

One EHS class pending staff to be hired.
Anticipated start date will be
December 2019.
For enrollment information contact:
Patricia at 916.395.4880

Auberry Park (40)

(replacement location needed)

Due to a lost lease agreement, SETA is seeking a new location to host 40 part-day Head Start (preschool) enrollment slots. No new space has been identified at this time.

Freedom Park (16)

All preschool classes remain open.
Two (2) new EHS (infant/toddler) classes are pending.
Licensing visit completed on October 25th.
Target start date: Mid November
Two classrooms = 16 enrollment slots
For enrollment information contact:
Conrada at 916.563.5024 or
Faisal at 916.563.5123

Delayed Opening (continued)

Galt (16)

All preschool classes remain open.
Two (2) new EHS (infant/toddler) classes are pending licensing clearance for new age group.
Target start date: Late November
Two classrooms = 16 enrollment slots
For enrollment information contact:
Jocelyn at 209.745.6050 or Ana at 209.745.6458

Hillsdale (8)

All preschool classes remain open.
One (1) new EHS (infant/toddler) class is pending licensing clearance for new age group.
Target start date: Late November
One classroom = 8 enrollment slots
For enrollment information contact:
Christina at 916.563.5361 or Cartearra at 916.563.5360

Hiram Johnson (8)

Three (3) EHS (infant/toddler) classes are open and operating.
One additional EHS class is pending due to staff vacancies.
Target start date: December 2019
For enrollment information contact:
Anaceli at 916.395.5506 Ext 0

Home Base/Early Head Start (48)

Four staff vacancies. Hiring offers accepted.
Pending clearances to start.
Maximum 48 enrollment slots.
Positions are posted. Eligibility List should go to PC for action on November 26th with anticipated December hiring.



Updates from the Office of Head Start

ACF-IM-HS-19-04

10/10/2019

Accounting Simplification for Head Start and Early Head Start operation and Service

This Information Memorandum (IM) is to inform grantees of a simplified accounting procedure that will go into effect beginning in fiscal year (FY) 2020. Currently, the Office of Head Start's (OHS) accounting structure includes two separate Common Accounting Numbers (CANs) for Head Start and Early Head Start operations. OHS will streamline the current structure by transitioning to the use of a single CAN for operations, inclusive of both Head Start and Early Head Start service funds. This change is meant to lessen administrative burdens grantees face when operating both programs. These CANs are known as Program Accounts 4122 and 4125 for Head Start and Early Head Start, respectively.

Starting in FY2020, all Head Start and Early Head Start operations amounts will be funded from CAN 4122. This change does not affect Program Accounts 4120 and 4121, the Head Start and Early Head Start training and technical assistance (T/TA)

CANs, due to statutory requirements placed on those funds. This change only applies to traditional Head Start and Early Head Start grants and has no impact on Early Head Start-Child Care Partnership/Early Head Start Expansion grants. Furthermore, this accounting change does not affect annual funding and enrollment levels for Head Start or Early Head Start and does not change the processes for programs seeking to convert slots.

This accounting structure change has no impact on how a grantee will continue to submit program-level funding requests or requests for conversion of slots, nor will it have an impact on the under-enrollment process. Funding guidance letters will continue to be provided with annual funding and enrollment levels for Head Start and Early Head Start along with instructions on how grantees will apply for funding.

Deputy Director, HS Manager and Health/Oral Health Partners Speak to UC Davis Students

On October 30th, Deputy Director/Denise Lee, Manager/Lisa Carr, and partners from Access Dental Plan/Martha Cisneros Campos and the Center for Oral Health/Early Smiles Sacramento/Mira Yang RDH spoke to UC Davis under-graduate and graduate students. The purpose of the panel presentation was to introduce students to the Head Start/Early Head Start program and share information and data about health and oral health

issues for children and families in poverty. The presentation was well received with thoughtful questions and short discussions following the presentation. The opportunity to present continues to strengthen SETA's working relationship with the University and to broaden its partnerships to new UCD departments/staff. It was a very positive experience for all.



Harvest

Festival Fun!

Head Start celebrates harvest festival
at the Early Learning Centers



Harvest Festival Fun!

(continued)



Harvest Festival Fun!

(continued)



Sacramento
Metro Fire visits
the children and
staff at Laverne
Stewart

ITEM V - REPORTS TO THE BOARD

- A. CHAIR'S REPORT: The Chair of the SETA Governing Board, on a regular basis, receives numerous items of information concerning employment and training legislation, current programs, agency activities, and miscellaneous articles about human service programs throughout the nation, and attends meetings pertinent to SETA business.

The important information from the material received and meetings attended will be shared with the entire Board and the method proposed by the Chair is to give a verbal report at each regular meeting. It will also allow time for the Board to provide input on items that may require future action.

- B. EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director to report to the Board on any items of important information or to deal with special requests which need to be addressed but, because of time constraints, were not included in the formal SETA Governing Board Packet.

The Executive Director's Report also allows the opportunity for the SETA Executive Director to apprise the Board of upcoming events, significant agency activities, or conferences.

- C. DEPUTY DIRECTORS REPORT: This item is set aside to allow the Deputy Directors to report to the Board any items relative to the program operations.

- D. COUNSEL REPORT: The SETA Legal Counsel is the firm of Gregory D. Thatch, Attorney at Law. This item provides the opportunity for Agency Counsel to provide the SETA Governing Board with an oral or written report on legal activities

- E. MEMBERS OF THE BOARD: This item provides the opportunity for SETA Governing Board members to raise any items for consideration not covered under the formal agenda. It also provides the opportunity for Board members to request or to ask that certain items be placed on the next Governing Board agenda.

- F. PUBLIC PARTICIPATION: Participation of the general public at SETA Governing Board meetings is encouraged. The SETA Governing Board has decided to incorporate participants of the audience as part of its agenda for all meetings. Members of the audience are asked to address their requests to the Chairperson, if they wish to speak.